



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: December 1st, 2025
3. Check One: ☒ 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 (with CSC updates) 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.

Attachment

CSC RECEIPT STAMP

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PSC Requests Scheduled for Hearing - 12/1/2025

PSC Number	Department	Approval Type	New Amount	Cumulative Amount	Description	New Duration	Cumulative Duration	Hearing Date	Dept. PSC Coordinator
DHRPSC0005853 - v0.01	DPH	New	\$840,000.00	\$840,000.00	The contractor will build, test, and implement health information exchange services within their technical environment. The work comprises creating a software integration to receive DPH data, aligning patient identifies to support patient matching, and the receipt and sharing of admission, discharge, and transfer messages with other participants in California's Data Exchange Framework (DxF). These services will support compliance with the DxF as well as create additional bi-directional information exchange beyond the capabilities DPH uses today. Improved access to patient and client information will help close gaps in care and knowledge, thereby advancing a model of integrated, whole person care.	60	60	2025-12-01 14:00:00	My Lan Do Nguyen
DHRPSC0005842 - v0.01	DPH	New	\$564,000.00	\$564,000.00	Contractor will provide blood products and related processing services to support the transfusion needs of patients at Zuckerberg San Francisco General (ZSFG) Trauma Center. Services include blood processing and, in rare cases, testing of patient samples for complex or rare allo-antibodies. These services are essential to maintain ZSFG's Trauma Center designation and ensure timely, life-saving interventions for patients.	67	67	2025-12-01 14:00:00	Reanna Albert
DHRPSC0005624 - v0.01	MTA	New	\$658,009.40	\$658,009.40	Safety inspection(s) of our lifting device assets including Cranes, Gantries, Jib Cranes, Storage Stackers and Mechanical lifting such as Blocks and Chain Hoists. Repairs to such devices and systems to proper manufacturers specifications and applicable regulations. Monitoring wear limits and recommending repairs in a preventative manner keeping equipment operational for normal and emergency use when needed. Emergency repairs as needed.	60	60	2025-12-01 14:00:00	Amy Nuque
DHRPSC0005828 - v0.01	MTA	New	\$15,000,000.00	\$15,000,000.00	The consultants will provide a broad range of engineering services for the San Francisco Municipal Transportation Agency's (SFMTA) Planning and Project Delivery Division either by direct assignment of its own personnel or through subconsultants including planning, programming, specialized studies, design support, construction support, construction management, special inspection, material testing, start-up and commissioning, and project closeout. These services will be used to support the SFMTA's project delivery division, which manages facilities, transit optimization, fixed trackway, and major corridor projects. The work may be categorized into the following: planning, design, contracting, construction, track/rail, environmental, and project management.	60	60	2025-12-01 14:00:00	Amy Nuque
DHRPSC0005790 - v0.01	SHF	New	\$20,700,000.00	\$20,700,000.00	Contractor will operate a 24 hour/7 days per week/365 days per year setting in close collaboration with law enforcement where individuals who have been arrested for and/or are publicly intoxicated or under the influence of drugs can safely recover and receive assertive offers of treatment in a City-owned building located at 444 6th Street. Contractor will monitor individuals for safe sobering and engage to connect to treatment. Contractor will provide high-impact interventions, stabilization, engagement, and linkage to follow-up. Must be able to fulfill the site requirements to be Medi-Cal-certified by the county (Behavioral Health Services) to leverage Medi-Cal specialty mental health services reimbursement and support claims billing.	48	48	2025-12-01 14:00:00	Henry Gong
DHRPSC0005826 - v0.01	TIS	New	\$2,500,000.00	\$2,500,000.00	The scope of the work requested by the Snowflake Resident Solution Architect responsibilities may include the following: 1. Provide ongoing technical guidance for ingestion, security, performance tuning & optimization, and advanced Snowflake features; 2. Provide product advocacy and Customer enablement; 3. Work with Customer resources as a primary technical advisor, providing guidance on the following matters: - Reference architecture - Architectural guidance - Snowflake best practice considerations related to Snowflake configuration, accounts, security guidance, databases, data management and other topics as agreed upon by the parties; 4. Provide onboarding and implementation support to DT, DataSF, and City departments to implement Snowflake on a project basis, including helping with the design and implementation of system configuration, database and compute architecture, security policies, role based access control (RBAC) frameworks, or other related topics; 5. Serve as a primary technical lead with access to Snowflake technical experts that can facilitate collaboration on broader technical items; 6. Facilitate Customer access to Snowflake support resources that will allow Customer to directly post support questions and help with technical guidance pursuant to Customer's support agreement; and 7. Engage with other Snowflake technical leaders. Professional services may also include migration and/or other training services as needed.	60	60	2025-12-01 14:00:00	Jolie Gines
TOTALS:			\$40,262,009.40	\$40,262,009.40					

Department Summary

Department	New Count	Amendment Count	Total New Amount	Total Cumulative Amount
DPH	2	0	\$1,404,000.00	\$1,404,000.00
MTA	2	0	\$15,658,009.40	\$15,658,009.40
SHF	1	0	\$20,700,000.00	\$20,700,000.00
TIS	1	0	\$2,500,000.00	\$2,500,000.00
Column Total	6	0	\$40,262,009.40	\$40,262,009.40

PSC Requests Scheduled for Hearing - 12/1/2025

PSC Number	Department	Approval Type	New Amount	Cumulative Amount	Description	New Duration	Cumulative Duration	Hearing Date	Dept. PSC Coordinator
DHRPSC0001793 - v1.01	DPH	Amendment	\$1,738,706.00	\$3,500,000.00	Original coordinator's email: jacquie.hale@sfdph.org. Contractor(s) will (1) maintain a mental health/behavioral high school workforce development program, with San Francisco Unified School District's (SFUSD) John O'Connell High School faculty and staff, that will be tailored for John O'Connell (O'Connell) High School Students; (2) maintain the mental health/behavioral health high school workforce development program, with O'Connell High School faculty and staff, that will include career exposure, academic support, wellness/wrap around services and youth leadership development opportunities for students; and (3) establish, operate and manage O'Connell High School students' mental health/behavioral health internships with local mental health/behavioral health industry partners. This high school workforce development program will also include (1) internships and other experiential and research opportunities with local mental health/behavioral health industry partners; and (2) an evaluation of the program that will encompass indicators, outputs, outcomes, process objectives and outcome objectives.	60	192	2025-12-01 14:00:00	Reanna Albert
DHRPSC0005513 - v1.01	DPH	Amendment	\$0.00	\$4,000,000.00	Provide ongoing maintenance and upkeep of the Security System at all Department of Public Health (DPH) sites, manufactured by Johnson Controls. The system includes access control points, CCTV devices for security monitoring purposes, and various pieces of mechanical and electrical equipment. Services include comprehensive care and repair for Access Control Field Equipment, including card readers, access control system, locking hardware, power supplies, motion detectors, locking doors, airphone security intercommunications systems intercoms and switches, access control head-end, panels, and power supplies, servers and software, security workstations and monitors, controller checks, door controllers, standby power supply batteries, controller expansion enclosures, hi-resolution CCTV cameras, exterior housing, integrated PTZ (pan, tilt, and zoom) domes, batteries, video servers and storage, video surveillance network switches, workstations, and monitors, power supplies, duress buttons, emergency call station equipment, and other hardware and software upgrades and repairs needed for various other security related items.	0	60	2025-12-01 14:00:00	Reanna Albert
DHRPSC0002610 - v1.01	DPH	Amendment	\$6,853,972.00	\$9,853,972.00	Original coordinator's email: kelly.hiramoto@sfdph.org. Contractor(s) will support As Needed Program Administration of Health Equity Based Professional Training, Consultation and Technical Assistance department wide. The Training, Consultation and Technical Assistance services require professionals who are experts in the deliver and knowledge of Health Equity services. Professional services include a broad spectrum of Health Equity topics that may include and not limited to: training seminars, health education, curriculum development, technical assistance, implicit bias meetings and facilitation, cultural humility, health disparities, other Department defined health equity competencies, evaluation, program assessments, grant writing, program planning, health promotion, media development, and further grant development to support the Departments health equity programs, including assistance in maintaining compliance with the Federal, State, and local policies.	35	96	2025-12-01 14:00:00	Reanna Albert
DHRPSC0005819 - v1.01	MTA	Amendment	\$21,000,000.00	\$408,000,000.00	Provide separate professional parking garage operational services for 26 parking facilities organized into two groups as follows: Group A – 11 Facilities (Ellis O'Farrell Garage, Fifth & Mission Garage, Kezar Lot, Mission Bartlett Garage, Moscone Center Garage, 7th & Harrison Lot, Zuckerberg SF General Hospital Garage, 16th & Hoff Garage, Union Square Garage, Triangle Lot, Seawall 321); Group B – 15 Facilities (Japan Center Garage, Civic Center Garage, Golden Gateway Garage, Lombard Garage, North Beach Garage, Performing Arts Garage, Pierce Garage, Polk Bush Garage, Portsmouth Square Garage, St. Mary's Square Garage, Sutter Stockton Garage, Vallejo Garage, Music Concourse Garage, Pier 30-32, Pier 70). Services include providing qualified and experienced parking personnel for parking operations, customer service, janitorial, maintenance and security. The Operator shall provide oversight of all aspects of administrative functions including, but not limited to, collection, reconciliation, and deposit of all parking and non-parking revenue; repair and maintenance of facilities and revenue control equipment; compliance with insurance and bond requirements; providing valet or valet-assist parking services, as needed, during special events.	0	61	2025-12-01 14:00:00	Amy Nuque
TOTALS:			\$29,592,678.00	\$425,353,972.00					

Department Summary

Department	New Count	Amendment Count	Total New Amount	Total Cumulative Amount
DPH	0	3	\$8,592,678.00	\$17,353,972.00
MTA	0	1	\$21,000,000.00	\$408,000,000.00
Column Total	0	4	\$29,592,678.00	\$425,353,972.00

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: Sabrina Robinson

ServiceNow Number: DHRPSC0005842

Version: 0.01

Version Type: New

Brief description of proposed work: Provide blood products to support transfusion needs of the patients that present to Zuckerberg San Francisco General Hospital (ZSFG) Trauma Center from a Food and Drug Administration (FDA) and California Department of Public Health (CDPH) approved blood supplier.

Review Type and Reason

CSC Review Required: Yes

CSC Review Reason(s):

- Requires CSC Approval by Amount

Amount

PSC Amount: \$564,000

Does contract include items other than services?: No

Duration

Is PSC by Duration or Continuing: Duration

PSC Duration (Months): 67

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 blood products and related processing services to support the transfusion needs of patients at Zuckerberg San Francisco General (ZSFG) Trauma Center. Services include blood processing and, in rare cases, testing of patient samples for complex or rare allo-antibodies. These services are essential to maintain ZSFG's Trauma Center designation and ensure timely, life-saving interventions for patients.

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

required to meet the transfusion needs of the patients presenting at ZSFG Trauma Center. Denial of services would have a direct negative impact on the patients that depend on life saving transfusions. ZSFG would not be able to maintain its Trauma designation and patients would be forced to seek care outside of San Francisco in the event of a disaster or trauma, losing precious time needed for life-saving interventions.

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

How many contracts?: 1

Why have you not hired City employees to perform the services?: The City has not hired employees for these services because it lacks the specialized facilities and equipment required to collect, test, and store blood products under state and federal regulations.

Board and Commission Approvals

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

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

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

Provide details related to contracts for which BOS approval will be required?: Board of Supervisors approval will be required.

Justification

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

Q1a) Clearly describe & site the regulatory/legal requirements to support outsourcing:

Opening a blood donor collection center requires compliance with State of California and Centers for Biologics Evaluation and Research (CBER) Regulations. Regulations to follow/implement are:

State of California:

- a. Biologics License
- b. California Health and Safety Code: Sections 1279, 1600-1630, 1645
- c. California Business and Professions Code: Sections 119,125, 650-657, and 1200-1327
- d. Other Applicable Standards adopted into California's Biologics Law from:
 - i. AABB Standards for Blood Banks and Transfusion Services
 - ii. AABB Standards for Cellular Therapy Services

CBER:

a. 21 CFR 600-680

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

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

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

Q4a) What facilities or equipment does the City lack that contractor possesses?: Facilities: Sign-in area, private space to discuss donation eligibility, blood collection room, rest area post-donation, area for emergency response if the donor has an adverse reaction, restrooms in the area. Laboratory to test for all transfusion transmissible diseases.

Equipment: Hemo-Cue for hemoglobin determination, blood pressure cuff, temperature thermometers, pulse measuring devices, weight scale, blood collection containers, chairs for blood donation, refrigerators, freezers, centrifuges that fit blood bags, IV poles to hang blood, platelet collection machines, platelet incubators, bacterial testing equipment, bacterial incubation equipment.

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

Explain why: The department does not plan to acquire the facilities or equipment because establishing and maintaining a licensed blood collection center requires specialized infrastructure beyond the department's operational scope.

Additional information to support your request (Optional): The services require specialized expertise in transfusion medicine, including Medical Officers trained in blood center operations and pathology, Blood Center Technicians skilled in blood testing and component preparation, and Technical Supervisors experienced in overseeing licensed blood bank operations. All roles require professional certification and experience in regulated transfusion settings.

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: 10/23/2025

Union Review End Date: 10/30/2025

Union Review Duration Met On: 10/30/2025

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

Instructions:

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

Step 2: Complete the fields below.

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

Document Content:

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

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

Dept Acronym:	DPH
Dept Name:	Department of Public Health
PSC Coordinator Name:	Reanna Albert
PSC Coordinator Email:	reanna.albert@sfdph.org
PSC ServiceNow Record No.:	DHRPSC0005842

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
1000021126	10/1/2021	9/30/2026	\$ 9,990,000	n/a	Blood and blood products

Personal Service Contract Summary (PSC Form 1)

PSC Basic Information

Submitting Department: DPH

Submitted By: My Lan Do Nguyen

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

Project Manager: Eric Raffin

ServiceNow Number: DHRPSC0005853

Version: 0.01

Version Type: New

Brief description of proposed work: Provide health information exchange services in compliance with the Data Exchange Framework mandated by California Assembly Bill 133 (AB 133). These services will enable the Department of Public Health (DPH) to exchange health information with its largest insurance provider, the San Francisco Health Plan, as well as other organizations including social and human services agencies, emergency medical services, medical examiners, and other entities that cannot exchange data using the methods that hospitals and clinics share data with one another.

Review Type and Reason

CSC Review Required: Yes

CSC Review Reason(s):

- Requires CSC Approval by Amount

Amount

PSC Amount: \$840,000

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 contractor will build, test, and implement health information exchange services within their technical environment. The work comprises creating a software integration to receive DPH data, aligning patient identifies to support patient matching, and the receipt and sharing of admission, discharge, and transfer messages with other participants in California's Data Exchange Framework (DxF). These services

will support compliance with the DxF as well as create additional bi-directional information exchange beyond the capabilities DPH uses today. Improved access to patient and client information will help close gaps in care and knowledge, thereby advancing a model of integrated, whole person care.

Why are these services required and what are the consequences of denial?: DPH does not operate a health information exchange, so it must partner with a California Qualified Health Information Organization for these services. If this request is denied, DPH would be out of compliance with AB 133, which requires healthcare organizations to exchange admission, discharge, and transfer messages with other participants that are connected to Qualified Health Information Organizations.

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?: Yes

Q1a) Clearly describe & site the regulatory/legal requirements to support outsourcing: AB 133 requires California healthcare organizations to share admission, discharge, and transfer messages to participants in the Data Exchange Framework.

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?: DPH does not own, operate, or support a health information exchange system.

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

Explain why: The cost of planning, staffing, building, and operating a health information exchange system would be prohibitively expensive, especially since the regulatory requirement is for a relatively small amount of data exchange. Health information exchange providers are often used as brokers of admission, discharge, and transfer messages for healthcare delivery organizations.

Additional information to support your request (Optional):

Union Notifications

Job Class(es): 9976 - Technology Expert I, 1044 - IS Engineer-Principal, 1054 - IS Business Analyst-Principal

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

Labor Union Email Addresses: L21pscreview@ifpte21.org

Union Review Sent On: 10/27/2025

Union Review End Date: 11/6/2025

Union Review Duration Met On: 11/6/2025

Personal Service Contract Summary (PSC Form 1)

PSC Basic Information

Submitting Department: MTA

Submitted By: Robert Bergesen

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

Project Manager: Robert Bergesen

ServiceNow Number: DHRPSC0005624

Version: 0.01

Version Type: New

Brief description of proposed work: Perform required inspections, and related approved repairs to maintain city owned lifting device assets in safe, compliant and working order for the staff to use when needed.

Review Type and Reason

CSC Review Required: Yes

CSC Review Reason(s):

- Requires CSC Approval by Amount

Amount

PSC Amount: \$658,009

Does contract include items other than services?: Yes

- Commodities & Equipment: \$25,000

Duration

Is PSC by Duration or Continuing: Duration

PSC Duration (Months): 60

Funding

Funding Source: City Funds

Special circumstances related to funding: No

Scope of Work

Clearly describe scope and detail the services to be performed: Safety inspection(s) of our lifting device assets including Cranes, Gentries, Jib Cranes, Storage Stackers and Mechanical lifting such as Blocks and Chain Hoists. Repairs to such devices and systems to proper manufactruers specifications and applicable regulations. Montioring wear limits and reccomending repairs in a preventative manner keeping equipment operational for normal and emergency use when needed. Emergency repairs as needed.

Why are these services required and what are the consequences of denial?: Maintaining a saf

work environment for employees, citizens and visitors to San Francisco is important to the City and specifically the San Francisco Municipal Transportation Agency (SFMTA), California Public Utilities Commission (CPUC), Occupational Safety and Health Administration (OSHA), California Occupational Safety and Health Administration (CalOSHA), American National Standards Institute (ANSI), compliance inspections and Proof (Certification), Load Testing are all required for the City and SFMTA to continue to use these lifting devices safely. Along with compliance to the internal Standard Operating Procedures (SOP's), Failure to perform these required inspections may result in a preventable catastrophic failure of a lifting device or system where personal injury or death may occur. Imposed fines and possible legal liability in the event of an accident that may have been preventable. Extended down time for repairs causing delays in performing the employee's normal duties impacting citizens and visitors to the City of San Francisco.

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

How many contracts?: 3

Why have you not hired City employees to perform the services?: Specialized crane and lifting device experience is required. Trained and insured to perform work on cranes and other lifting devices is required. Satisfactory prior experience is required. Some of these lifting devices are capable of lifting 40 tons (80,000 lbs) which can be deadly when a failure occurs. It is imperative that we use contractors with experience to perform this critical and required preventative maintenance and inspections. Specialized electrical/mechanical, hydraulic, wireless and wired controls, safety devices such as load limiters, travel and lock out device operation is required. The contractor shall have the ability to perform quarterly, annually and Tri-annual tests and inspections required to maintain compliance and issue such certifications. Currently we do not have enough work to sustain a crew full time and it is not fiscally responsible to staff with city staff.

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: Approval to sublet work needs to be approved by the Department Board. The amount of work performed by this contract does not justify the addition of a department, staff and training to perform in-house. It would not be economical to perform this work with SFMTA staff along with utilizing experts who work with this type of equipment daily enhances the ability to see defects before failures occur that may cause injury or death to staff, visitors or residents.

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

Provide details related to contracts for which BOS approval will be required?: Approval to

sublet work needs to be approved by the Department Board. the amount of work performed by this contract does not justify the addition of a department, staff and training to perform inhouse. It would not be economical to perform this work with SFMTA staff along with utilizing experts who work with this type of equipment daily enhances the ability to see defects before failures occur that may cause injury or death to Staff, visitors or residents.

Justification

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

Yes

Q1a) Clearly describe & cite the regulatory/legal requirements to support outsourcing: The regulation specifies that the person shall be qualified to inspect such equipment. Currently the SFMTA does not have anyone qualified to properly inspect this equipment. Such person must produce reports for all testing as required. To maintain the compliance it is necessary for the safety of our staff, visitors and residents of San Francisco.

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?: No

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

Q5a) Are the services required on an as-needed, intermittent, or periodic basis?: No

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

Q5b1) Describe the specialized skills and expertise required to perform the services: The inspection must be performed by trained and qualified individuals

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: the amount of work necessary is not economical feasible to create a position to perform this work. there is simply not enough work annually to justify the addition.

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: Each facility only has the service scheduled for 4 times a year. other than the emergency repairs it is not economical to staff for this work and have availability as required for emergency repairs.

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: It was performed by outside contractors and not originally performed by SFMTA employees

Additional information to support your request (Optional): The use of an outside expert for the inspection and testing keeps a liability line from the qualified individual as a SFMTA employee and an outside contracted service limiting the exposure for the SFMTA and the City of SF

Union Notifications

Job Class(es): 7334 - Stationary Engineer, 7325 - General Utility Mechanic, 7332 - Maintenance Machinist

Labor Unions: 130 - Auto Machinist, Lodge 1414, 039 - Stationary Engineers, Local 39

Labor Union Email Addresses: pmendeziamaw@comcast.net, dvickers@iam1414.org, cpark@local39.org

Union Review Sent On: 10/8/2025

Union Review End Date: 11/7/2025

Union Review Duration Met On: 11/7/2025

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

Instructions:

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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:	MTA
Dept Name:	Municipal Transportation Agency
PSC Coordinator Name:	Amy Nogue
PSC Coordinator Email:	amy.nogue@sfmta.com
PSC ServiceNow Record No.:	DHRPSC0005624

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
PO 0000450065	7/31/2020	6/30/2021	\$ 9,863	NO PSC was requested	Crane and lifting device inspection, test, certification and repairs Labor \$6090.00 Material \$3255.00
PO 0000641496	7/26/2022	6/30/2023	\$ 9,345	NO PSC was requested	Crane and lifting device inspection, test, certification and repairs Labor \$5000.00 Parts \$4345.00
PO 0000751234	12/7/2023	6/30/2024	\$ 9,517	DHRPSC0003217	Crane and lifting device inspection, test, certification and repairs Labor \$8800.00 Parts \$217.25 Shipping \$500.00
PO 0000785600	3/7/2024	6/30/2024	\$ 9,999	DHRPSC0003217	Crane and lifting device inspection, test, certification and repairs Labor \$2693.00 Parts \$3606.35 Shipping \$3700.00
PO 0000845063	9/10/2024	6/30/2025	\$ 2,934	DHRPSC0004687	Crane and lifting device inspection, test, certification and repairs Labor \$1740.00 Parts \$1194.00 Shipping \$000.00
PO 0000907735	2/19/2025	6/30/2025	\$ 2,499	DHRPSC0003217	Crane and lifting device inspection, test, certification and repairs Labor \$2000.00 Parts \$396.48 Shipping \$103.00

Personal Service Contract Summary (PSC Form 1)

PSC Basic Information

Submitting Department: MTA

Submitted By: Christian Kalinowski

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

Project Manager: Christian Kalinowski

ServiceNow Number: DHRPSC0005828

Version: 0.01

Version Type: New

Brief description of proposed work: As-needed specialized engineering services in a broad range of technical disciplines to supplement the SFMTA staff in the implementation of various federally funded projects. The intent is to enable the SFMTA to obtain technical support from the selected consultants on short notice and on an as-needed basis.

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): 60

Funding

Funding Source: Federal Funds, State Funds, City Funds

Special circumstances related to funding: No

Scope of Work

Clearly describe scope and detail the services to be performed: The consultants will provide a broad range of engineering services for the San Francisco Municipal Transportation Agency's (SFMTA) Planning and Project Delivery Division either by direct assignment of its own personnel or through subconsultants including planning, programming, specialized studies, design support, construction support, construction management, special inspection, material testing, start-up and commissioning, and project closeout. These services will be used to support the SFMTA's project delivery division, which manages facilities, transit optimization, fixed trackway, and major corridor projects. The work may be categorized into the following: planning, design, contracting,

construction, track/rail, environmental, and project management.

Why are these services required and what are the consequences of denial?: To keep the Muni and related facility systems running as efficiently as possible, several capital improvement projects and emergency work projects need engineering and construction support. These as-needed consultant support services would complement the design and construction staff when there is peak workload that needs additional help to successfully deliver the projects. If denied, it will adversely impact and delay projects, which will in turn have a negative impact on providing safe public transportation to the City and will carry the potential of losing sensitive federal and state funds.

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

Board and Commission Approvals

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

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

Justification

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

No

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

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

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

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

Q5a) Are the services required on an as-needed, intermittent, or periodic basis?: Yes

Q5a1) Why are the services required on an as-needed, intermittent and periodic basis?:

Consultant services would be used on an as-needed basis to supplement City staff when staff are unavailable to meet peak workload needs. Additionally, some of the services we may use are specialized tasks, such as material testing and specialized structural inspection, that do not have classifications to perform the work.

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

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

The scope of work includes specialized skills, such as LiDAR scanning and ground penetrating radar, special track and curved track design, ultrasonic rail testing, hazardous materials sampling and testing, tunnel structural inspection and reporting, and alternative delivery advisory services. The SFMTA currently does not have these skills or necessary resources, such as testing equipment, to conduct this work. However, the as-needed work does include general duties that will only be used when SFMTA staff are unavailable to support the projects.

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

Q5c1) Identify the classifications: 5241 - Engineer, 5203 - Assistant Engineer, 6317 - Assistant

Const Inspector, 5201 - Junior Engineer, 6319 - Senior Const Inspector, 5207 - Assoc Engineer, 6318 - Construction Inspector

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

Q5c3) Why are they not able to perform the services?: This contract is for work on an as-needed basis that is meant to supplement SFMTA employees during peak workload periods when the current staff does not have the capacity to do the work. Additionally, this contract also includes specialized services that the SFMTA is not equipped to do in-house.

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 as-needed contract is meant to be used to supplement staff when the existing staff does not have the capacity to do this work. City employees will typically already have the expertise to perform the work. However, in some cases, the as-needed contracts may be used for specialized engineering or technical services that require specialized training and equipment that is inaccessible by the SFMTA.

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

Q5f1) Describe the transition plan, including the anticipated timeline: Whenever any staff in the affected classifications are available to do the work, the division will utilize them before seeking to use the consultant as-needed contract.

Additional information to support your request (Optional):

Union Notifications

Job Class(es): 5241 - Engineer, 5203 - Assistant Engineer, 6317 - Assistant Const Inspector, 5201 - Junior Engineer, 6319 - Senior Const Inspector, 5207 - Assoc Engineer, 6318 - Construction Inspector

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

Labor Union Email Addresses: L21pscreview@ifpte21.org

Union Review Sent On: 10/21/2025

Union Review End Date: 10/31/2025

Union Review Duration Met On: 10/31/2025

Personal Service Contract Summary (PSC Form 1)

PSC Basic Information

Submitting Department: SHF

Submitted By: Henry Gong

Department Coordinator: Henry Gong,

henry.gong@sfgov.org

Project Manager: Patrick Leung

ServiceNow Number: DHRPSC0005790

Version: 0.01

Version Type: New

Brief description of proposed work: Contractor will operate a 24 hour/7 days per week/365 days per year setting in close collaboration with law enforcement where individuals who are publicly intoxicated or under the influence of drugs can safely recover and receive assertive offers of treatment in a City-owned building located at 444 6th Street.

Review Type and Reason

CSC Review Required: Yes

CSC Review Reason(s):

- Requires CSC Approval by Amount

Amount

PSC Amount: \$20,700,000

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

Special circumstances related to funding: No

Scope of Work

Clearly describe scope and detail the services to be performed: Contractor will operate a 24 hour/7 days per week/365 days per year setting in close collaboration with law enforcement where individuals who have been arrested for and/or are publicly intoxicated or under the influence of drugs can safely recover and receive assertive offers of treatment in a City-owned building located at 444 6th Street. Contractor will monitor individuals for safe sobering and engage to connect to treatment. Contractor will provide high-impact interventions, stabilization, engagement, and linkage to follow-up. Must be able to fulfill the site requirements to be Medi-Cal-certified by the county (Behavioral Health Services) to leverage Medi-Cal specialty mental

Post Union Notification

health services reimbursement and support claims billing.

Why are these services required and what are the consequences of denial?: This program will fill a gap in interventions for people with behavioral health issues engaging in disordered behavior in public spaces who are not immediately interested in treatment. The site will balance public safety and public health approaches that support assertive crisis response, enhance neighborhood safety, and foster a more resilient recovery-oriented community. Denial of this program will result in people remaining untreated and increased impact to Law Enforcement, First Responders, Jail and Emergency Rooms. It will also result in these individuals experiencing worsening symptoms, requiring more expensive treatment, and escalating mortality rates.

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: Yes

Provide details related to contracts for which BOS approval will be required?: Per Charter Section 9.118(b), the contract amount exceeds \$10, 000,000

Justification

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

No

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

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

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

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

Q5a) Are the services required on an as-needed, intermittent, or periodic basis?: No

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

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

Contractor must be able to continuously operate a site and ensure onsite staff have skills and expertise to provide high-level triage and supportive services for 24 hours/7 days a week/365 days per year. Staff must have the required skills to effectively address and support individuals who are under the influence of alcohol or other drugs and successfully collaborate with law enforcement staff, emergency responders, public health and community-based organizations. Staff must have the ability to assess behavioral health and physical health of clients, provide therapeutic de-escalation, crisis counseling and have the resource knowledge to provide referral to housing/shelter, food, follow-up health and social services, and other resources

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

Q5c1) Identify the classifications: 2230 - Physician Specialist, 2587 - Health Worker 3, 2593 -

Health Program Coordinator 3, 2930 - Behavioral Health Clinician, 2320 - Registered Nurse, 2586 - Health Worker 2, 2736 - Porter, 2312 - Licensed Vocational Nurse, 2328 - Nurse Practitioner, 2585 - Health Worker 1, 2932 - Sr Behavioral Health Clinician, 2588 - Health Worker 4

Q5c2) Does the Department have employees in these classifications?: No

Q5c3) Will you be hiring employees in these classifications?: No

Q5c4) Explain why you are not hiring in these classifications: SFSO is not able to provide direct program service operations due to the required specialized skills; therefore, training is not included as part of this program

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: San Francisco Sheriff Office (SFSO) will be providing law enforcement and monitoring at the site. Contractor will be responsible for the program operation. There may be opportunities for knowledge sharing and transfer of information during the close collaboration at the site.

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: SFSO lacks experience operating this type of specialty facility and would be unable to provide technical supervision, operational support and level of service required to ensure continuous responsiveness needed to operate a facility 24 hours a day, 7 days a week, 365 days a year.

Additional information to support your request (Optional):

Union Notifications

Job Class(es): 2230 - Physician Specialist, 2587 - Health Worker 3, 2593 - Health Program Coordinator 3, 2930 - Behavioral Health Clinician, 2320 - Registered Nurse, 2586 - Health Worker 2, 2736 - Porter, 2312 - Licensed Vocational Nurse, 2328 - Nurse Practitioner, 2585 - Health Worker 1, 2932 - Sr Behavioral Health Clinician, 2588 - Health Worker 4

Labor Unions: 021 - Prof & Tech Eng, Local 21, 250 - SEIU 1021, 164 - Physician/Dentists 8-CC, UAPD, 791 - SEIU 1021 Staff & Per Diem RNs, 790 - SEIU, Local 1021, Misc

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

Union Review Sent On: 10/3/2025

Union Review End Date: 11/2/2025

Union Review Duration Met On: 11/2/2025



OFFICE OF THE SHERIFF CITY AND COUNTY OF SAN FRANCISCO

1 DR. CARLTON B. GOODLETT PLACE
ROOM 456, CITY HALL
SAN FRANCISCO, CALIFORNIA 94102



**PAUL MIYAMOTO
SHERIFF**

November 4, 2025

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

RE: Meet and Confer with SEIU and L21 regarding DHRPSC0005790

Dear Executive Officer Eng,

The Sheriff's Office posted the Union notification on October 10, 2025 at 4:32 PM for DHRPSC0005790.

The PSC is for the Sheriff's Office to procure services to operate a 24 hour/7 days per week/365 days per year setting where individuals who are publicly intoxicated or under the influence of drugs can safely recover and receive peer support and assertive offers of treatment in a City-owned building.

On October 6, 2025, Naj Daniels, SEIU SF Field Supervisor, objected to the PSC and requested to meet and confer.

The Sheriff's Office immediately coordinated a Teams Meeting with SEIU.

On October 8, 2025, Patrick Leung, Sheriff's Office CFO, Krista Gaeta, Department of Public Health, and I had a Teams Meeting with two SEIU representatives; Naj Daniels and Genevieve Vigil.

The Sheriff's Office and Department of Public Health provide clarification that the contracted services fall outside of a highly medical model. This is a new hybrid model approach, which will match services and peer experiences to that of the community. The Deflection Center Contract is less of providing medical services and more of a peer engagement as an option outside of incarceration.

Phone: 415 554-7225 Fax: 415 554-7050
Website: sfsheriff.com Email: sheriff@sfgov.org

Ms. Daniels indicated that the contract scope of work can be done by City employees and would like to consider alternatives to contracting the services out.

In addition, Ms. Daniels requested for the contract's staffing models and budget plan, which she stated that she will email the details of SEIU's request of information to the Sheriff's Office following the Teams Meeting.

As of the expiration of the Union notification 10-Day window on October 14, 2025 at 4:32 PM, the Sheriff's Office had not receive the RFI from SEIU. SEIU had not submitted a written objection form to send this PSC to fact finder review.

On October 14, 2025 at 7:08 PM, the Sheriff's Office received an email from Local 21 (L21) objecting to the PSC and requested for additional information prior to a meeting. The Sheriff's Office provided the following requested information to L21:

- If "SFSO lacks experience operating this type of specialty facility," then why aren't they working with DPH to take this on?

SFSO Response: Discussed project with DPH reps and confirmed that they do not have the resources and capacity to support this work.

- A list of department decision makers who determined the need to contract out this service.

SFSO Response: Patrick Leung, Sheriff's Office CFO

- Any feasibility studies and department assessments that may have been done to confirm that services cannot be performed by civil service employees in the past, now or future.

SFSO Response: The Sheriff's Office has been given a very small window to expedite a contract by 12/31/25, the Sheriff's Office do not have the experience, expertise, and resources to provide the required peer engagement services. This is a new initiative for the Sheriff's Office, the initial two-years of the contract will be used to analyze the project to ensure it aligns with departmental objectives and City goals.

- Department budget for fiscal year 2024, 2025, 2026

SFSO Response:

FY23-24: \$291,014,602

FY24-25: \$323,076,630

FY25-26: \$345,636,970

- Evaluation metrics and impact analysis conducted to assess the contractor's performance and service deliverables.

SFSO Response: The expedited contract timeline does not allow the Sheriff's Office to complete an impact analysis. The Sheriff's Office still working to finalize the scope of work and deliverables for the Deflection Center Contract.

- Timeline for hiring the city positions needed to carry out this work at the conclusion of the PSC, if these positions have been budgeted and approved for hiring, and the status of the positions being posted

SFSO Response: The Sheriff's Office confirmed with DPH that the current budget limitations and extensive hiring timeline does not meet the urgent and immediate needs of the Deflection Center services to combat the fentanyl impacts on the streets and to the Community of San Francisco.

On October 20, 2025, Patrick Leung, Sheriff's Office CFO, and I met with L21 Representative Sam Favela. The Sheriff's Office detailed to Sam that the proposed contract will be an unlicensed sobering center in which individuals arrested for public intoxication or under the influence of drugs can be taken to as an alternative to incarceration; for that reason this will be a contract Administered by the Sheriff's Office and not DPH.

The Sheriff's Office confirmed with DPH that they currently do not have the capacity nor the resources to allocate to the proposed Deflection Center.

The Deflection Center will provide an initial triage assessment prior to admission. As the individual is recovering, the Deflection Center will offer peer support and coordinators to match individual with City Services and outside programs. The Deflection Center will not be a medical treatment focused program, but rather a peer engagement program; prioritizing connection, shared experience and community integration over formal clinical interventions, diagnosis or counseling.

The goal of the Deflection Center is to divert individuals from jails and emergency rooms.

On October 23, 2025, the Sheriff's Office provided the response to L21's additional information request.

- Provide the names from DPH that the Sheriff's Office have met with to discuss resources for the Deflection Center?

SFSO Response: The Sheriff's Office is collaborating with Department of Public Health, Police Department, District Attorney's Office and Fire Department, to develop the Deflection Center.

The Deflection Center Program was initially projected to be a 4-year program. The terms for the Center has been modified to a short-term project for two years with an option to extend terms for one additional year. This will allow for an opportunity to evaluate the program and implement modifications to better align with City's goals and objectives.

- Provide a list of the Contractors for the Deflection Center Contract.

SFSO Response:

- Crestwood

- Connections Health Solutions
 - CRI-Help
- What are the metrics that the Sheriff's Office will track and evaluate?

SFSO Response:

The Sheriff's Office will track and monitor the following metrics:

- The "Delivery & Acceptance" time for individuals entering the Center to validate the efficiency of the program and
- The ratio of individuals entering the Center and accepting City services and programs

On October 24, 2025, Sam Favela submitted L21's formal Written Objection initiating Fact-Finding Review for PSC number DHRPSC0005790 to Greg Stalfa, DHR Employee Relations Representative.

L21's Written Objection was rejected by Greg Stalfa with the following justification:

"As reflected in the record, Local 21 received notice of the submission of this PSC on October 3, 2024, at 4:32 PM but did not submit a request to meet until October 14, 2025, at 7:08 PM, eleven (11) days after receiving notice. Therefore, your request to initiate fact-finding review for PSC number DHRPSC0005790 has been administratively rejected for timeliness."

As of November 2, 2025, the Union Notification Duration has expired with no further request for information, the Sheriff's Office has moved forward with submitting DHRPSC0005790 to DHR for review and approval.

Sincerely,



Henry Gong
PSC Coordinator – Sheriff's Office

Gong, Henry (SHF)

From: Gong, Henry (SHF)
Sent: Monday, October 20, 2025 10:27 AM
To: 'Najuawanda Daniels'; Genevieve Vigil; DT Service Now (TIS); DHR-Personal Services Contracts; L21pscreview@ifpte21.org; Leung, Patrick (SHF); PSCreview
Cc: Gaeta, Krista (DPH)
Subject: RE: SHF [DHRPSC0005790] submitted for Union Review

Good morning Naj,

Please see below the Sheriff's Office response to SEIU's RFI.

Regards,
Henry

- Breakdown of the staffing model proposed for 444 6th Street

Proposed Staffing

Direct Staffing:	FTE
Registered Nurse	5
Peer Support	9
Manager	1
Care Coordinator	5

- Proposed budget for this contract (line items)

Proposed Budget

Expenses	
Staff salary and wages	2,317,142
Fringe benefits & payroll taxes	695,142
Subscription	13,230
Utilities	198,450
Outside services	46,967
Travel and meetings	98,608
Rental	84,685
Supplies	13,230
Client Medical Expenses	49,613
Food cost	201,206
Telephone	33,075
Equipment Lease	19,845
Repair & Maintenance - Facility	11,025
Depreciation	2,000
Insurance	59,535
Indirect Cost	\$ 550,311
Total Expenses	\$ 4,394,064

- RFP for this contract or proposed
SHF to submit written notification to the Mayor's Office, OCA, and Controller's Office to utilize Chapter 21B to enter into a contract to provide an alternative to incarceration for individuals who are publicly intoxicated or under the influence of drugs to recover and receive assertive services.

- Complete scope of work for 444 6th street Deflection Center

The Sheriff's Office still working to finalize the scope of work and deliverables for the Deflection Center Contract.

- Timeline proposed for standing this project up

The Sheriff's Office confirmed with DPH that the current budget limitations and extensive hiring timeline does not meet the urgent and immediate needs of the Deflection Center services to combat the fentanyl impacts on the streets and to the Community of San Francisco.

The ETA for the executed Deflection Center Contract is approximately 1st quarter 2026.

- Proposed hybrid model of staffing

The Sheriff's Office is proposing a hybrid service model in which it is less focused on a highly medical model. The Deflection Center will focus on hybrid services that matches the needed services to peer support with experiences in the community.

From: Najuwanda Daniels <Najuawanda.Daniels@seiu1021.org>

Sent: Friday, October 17, 2025 2:49 PM

To: Gong, Henry (SHF) <henry.gong@sfgov.org>; Genevieve Vigil <Genevieve.Vigil@seiu1021.org>; DT Service Now (TIS) <ccsfdt@service-now.com>; DHR-Personal Services Contracts <DHR-PersonalServicesContracts@sfgov.org>;

L21pscreview@ifpte21.org; Leung, Patrick (SHF) <patrick.n.leung@sfgov.org>; PSCreview <PSCreview@seiu1021.org>

Cc: Gaeta, Krista (DPH) <krista.gaeta@sfdph.org>

Subject: RE: SHF [DHRPSC0005790] submitted for Union Review

Hi Henry,

SEIU is requesting the following information:

- Breakdown of the staffing model proposed for 444 6th Street
- Proposed budget for this contract (line items)
- RFP for this contract or proposed
- Complete scope of work for 444 6th street Deflection Center
- Timeline proposed for standing this project up
- Proposed hybrid model of staffing

Please provide this information by close of business October 21, 2025. The Union would then like to come together to discuss alternative proposals to this contract.

In Solidarity,

Naj Daniels
SF Field Supervisor
Member Resource Center (MRC): 1-877-687-1021
Desk: 415-848-3645
SF Main Office: 415-848-3611

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Sign up for text alerts for updates from the union. <https://www.seiu1021.org/text-me>

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From: Gong, Henry (SHF) <henry.gong@sfgov.org>
Sent: Tuesday, October 7, 2025 1:30 PM
To: Genevieve Vigil <Genevieve.Vigil@seiu1021.org>; Najuwanda Daniels <Najuawanda.Daniels@seiu1021.org>; DT Service Now (TIS) <ccsfdt@service-now.com>; DHR-Personal Services Contracts <DHR-PersonalServicesContracts@sfgov.org>; L21pscreview@ifpte21.org; Leung, Patrick (SHF) <patrick.n.leung@sfgov.org>; PSCreview <PSCreview@seiu1021.org>
Cc: Gaeta, Krista (DPH) <krista.gaeta@sfdph.org>
Subject: RE: SHF [DHRPSC0005790] submitted for Union Review
Importance: High

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 Naj, Genevieve-

Please respond to the Teams invite with a proposed date and time if you are unavailable on 10/8 at 1:00 PM.

Thank you.

Henry

From: Genevieve Vigil <Genevieve.Vigil@seiu1021.org>
Sent: Tuesday, October 07, 2025 12:52 PM
To: Gong, Henry (SHF) <henry.gong@sfgov.org>; Najuwanda Daniels <najuawanda.daniels@seiu1021.org>; DT Service Now (TIS) <ccsfdt@service-now.com>; DHR-Personal Services Contracts <DHR-PersonalServicesContracts@sfgov.org>;

L21pscreview@ifpte21.org; Leung, Patrick (SHF) <patrick.n.leung@sfgov.org>; PSCreview <PSCreview@seiu1021.org>

Subject: RE: SHF [DHRPSC0005790] submitted for Union Review

I am not available at that date and time.

Genevieve Vigil
Union Representative
415-361-1994 (cell)
SEIU 1021

Sign up to become a union member

<http://bit.ly/SFMembershipForm>

From: Gong, Henry (SHF) <henry.gong@sfgov.org>

Sent: Tuesday, October 7, 2025 12:23 PM

To: Najuawanda Daniels <Najuawanda.Daniels@seiu1021.org>; DT Service Now (TIS) <ccsfdt@service-now.com>; DHR-Personal Services Contracts <DHR-PersonalServicesContracts@sfgov.org>; L21pscreview@ifpte21.org; Leung, Patrick (SHF) <patrick.n.leung@sfgov.org>; PSCreview <PSCreview@seiu1021.org>

Subject: RE: SHF [DHRPSC0005790] submitted for Union Review

Some people who received this message don't often get email from henry.gong@sfgov.org. [Learn why this is important](#)

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 Naj,

FYI - I sent out a Teams invite for Wednesday, 10/8 at 1:00 pm to discuss your concerns with DHRPSC0005790.

Thanks,
Henry

From: Najuawanda Daniels <Najuawanda.Daniels@seiu1021.org>

Sent: Monday, October 06, 2025 4:48 PM

To: DT Service Now (TIS) <ccsfdt@service-now.com>; DHR-Personal Services Contracts <DHR-PersonalServicesContracts@sfgov.org>; L21pscreview@ifpte21.org; Leung, Patrick (SHF) <patrick.n.leung@sfgov.org>; Gong, Henry (SHF) <henry.gong@sfgov.org>; PSCreview <PSCreview@seiu1021.org>

Subject: RE: SHF [DHRPSC0005790] submitted for Union Review

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

Hi Henry,

SEIU is objecting to this contracted scope of work which can be done by city employees.
The union considers this bargaining unit work and would like to consider alternatives to contracting out.

Please provide dates.

In Solidarity,

Naj Daniels

SF Field Supervisor

Member Resource Center (MRC): 1-877-687-1021

Desk: 415-848-3645

SF Main Office: 415-848-3611

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

Sent: Friday, October 3, 2025 4:32 PM

To: DHR-PersonalServicesContracts@sfgov.org; L21pscreview@ifpte21.org; patrick.n.leung@sfgov.org; henry.gong@sfgov.org; PSCreview <PSCreview@seiu1021.org>

Subject: SHF [DHRPSC0005790] 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,

SHF is requesting your review of PSC [DHRPSC0005790]. 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 2025-11-02. 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: DHRPSC0005790 v 0.01

Description of Proposed Work: : Contractor will operate a 24 hour/7 days per week/365 days per year setting in close collaboration with law enforcement where individuals who are publicly intoxicated or under the influence of drugs can safely recover and receive

assertive offers of treatment in a City-owned building located at 444 6th Street.

Request Type: New

Approval Type: CSC Approval

CSC Review Reason(s):

✔ CSC Approval by Amount

Submitting Department: SHF

Dept PSC Coordinator: Henry Gong

Dept PSC Coordinator Email: henry.gong@sfgov.org

Dept PSC Coordinator Phone: +1 (415) 554-7241

PSC Amount: \$20,700,000.00

PSC Duration (months): 48

Funding Source(s): City Funds

Scope of Work: Contractor will operate a 24 hour/7 days per week/365 days per year setting in close collaboration with law enforcement where individuals who have been arrested for and/or are publicly intoxicated or under the influence of drugs can safely recover and receive assertive offers of treatment in a City-owned building located at 444 6th Street. Contractor will monitor individuals for safe sobering and engage to connect to treatment. Contractor will provide high-impact interventions, stabilization, engagement, and linkage to follow-up. Must be able to fulfill the site requirements to be Medi-Cal-certified by the county (Behavioral Health Services) to leverage Medi-Cal specialty mental health services reimbursement and support claims billing.

Job Class(es): 2230 - Physician Specialist, 2328 - Nurse Practitioner, 2320 - Registered Nurse, 2312 - Licensed Vocational Nurse, 2593 - Health Program Coordinator 3, 2932 - Sr Behavioral Health Clinician, 2930 - Behavioral Health Clinician, 2588 - Health Worker 4, 2587 - Health Worker 3, 2586 - Health Worker 2, 2585 - Health Worker 1, 2736 - Porter

Labor Unions: 164 - Physician/Dentists 8-CC, UAPD, 791 - SEIU 1021 Staff & Per Diem RNs, 250 - SEIU 1021, 021 - Prof & Tech Eng, Local 21, 790 - SEIU, Local 1021, Misc

PSC Justification(s)

✔ Services requiring specialized expertise, knowledge experience

Ref:TIS6183045_IEo6O2L8JbUqaLwFTWqH

City and County of San Francisco
Carol Isen
Human Resources Director



Department of Human Resources
Connecting People with Purpose
www.sfdhr.org

Via Email

DATE: October 24, 2025

TO: Samuel Favela, SF Field Organizer, IFPTE Local 21

FROM: Greg Stalfa, Employee Relations Representative

CC: Mark Weirick, Regional Director, IFPTE Local 21
Debra Grabelle, Executive Director, IFPTE Local 21
Kat General, Field Director, IFPTE Local 21
Sergeant Fabian Perez, Personnel Sergeant, SHF
Tanzanika Carter, Assistant Sheriff #3, SHF
Henry Gong, Finance, SHF
Ardis Graham, Employee Relations Director
Jonathan Wright, Assistant Employee Relations Director
Carol Delorio, Employee Relations Representative

RE: **International Federation of Professional and Technical Engineers, Local 21 – Written Objection Initiating Fact-Finding Review for Proposed Personal Services Contracts – Personal Services Contract Number DHRPSC0005790**

Dear Samuel Favela,

The City and County of San Francisco (City) is in receipt of the International Federation of Professional and Technical Engineers, Local 21's (Local 21) Written Objection Initiating Fact-Finding Review for Proposed Personal Services Contracts (PSC) regarding PSC number DHRPSC0005790. The City has reviewed the record and determined that Local 21 did not request to meet within ten (10) calendar days of receiving notice of this PSC as required by Article II, Section E, Paragraph 115.b. of the Memorandum of Understanding between Local 21 and the City, which states that "the Union shall have ten (10) calendar days to request to meet with the City over the proposed contract after receiving the notice."

As reflected in the record, Local 21 received notice of the submission of this PSC on October 3, 2024, at 4:32 PM but did not submit a request to meet until October 14, 2025, at 7:08 PM, eleven (11) days after receiving notice. Therefore, your request to initiate fact-finding review for PSC number DHRPSC0005790 has been administratively rejected for timeliness.

Attachment: Samuel Favela - PSC Fact-Finding Review Request

City and County of San Francisco
Carol Isen
Human Resources Director



Department of Human Resources
Connecting People with Purpose
www.sfdhr.org

Written Objection Initiating Fact-Finding Review for Proposed Personal Services Contracts
International Federation of Professional and Technical Engineers, Local 21
Service Employees International Union, Local 1021

NOTICE

Submission of this form will be counted as one request for Fact-Finder Review.
Withdrawal of this request will not restore any of the Union's available requests for Fact-Finder Review

Pursuant to the Pilot Personal Services Contract (PSC) Review Process contained in Article II (Employment Conditions), Section C. (Subcontracting of Work), Paragraphs 113-115 of the Memorandum of Understanding between the City and County of San Francisco (City) and the Service Employees International Union, Local 1021 (SEIU or Union), the Union may request to meet with the City within ten (10) days of receiving notice of a proposed PSC for discussion including, but not limited to, possible alternatives to contracting or subcontracting, whether the department staff has the expertise and/or facilities to perform the work, and steps the City has taken to address job vacancies.

If a dispute remains unresolved about whether the City may contract out work customarily performed by bargaining unit employees after the parties meet and discuss, the Union may utilize the Fact-Finder Review Process. To initiate this process the Union must make a written objection within five (5) calendar days after meeting with the City to the Human Resources Director, containing specific and detailed factual information to support its opposition to the proposed PSC, and documentary evidence or declarations in support of the Union's position.

The Union is permitted to use this process up to five (5) times per year. By signing and submitting this form the Union formally commences the Fact-Finder Review Process. The objection must contain all information required by the MOU. Incomplete or inadequate submissions may be rejected.

I submit this objection to Human Resources Director Carol Isen regarding:
Personal Service Contract Number: DHRPSC0005790
Union: International Federation of Professional and Technical Engineers, Local 21

Summary

Please summarize the reason(s) for objecting to the PSC. If additional space is needed, please indicate that this information is contained in an attachment.

The Sheriff's Office (SFSO) is requesting to contract work that will operate a 24 hour/7 days per week/365 days per year setting in close collaboration with law enforcement where individuals who are publicly intoxicated or under the influence of drugs can safely recover and receive assertive offers of treatment in a City-owned building located at 444 6th Street. IFPTE Local 21 met with SFSO on Oct. 20 at 1pm to discuss this matter.

Local 21's findings: The work requested is already conducted by the Department of Public Health (DPH). During our objection meeting, SFSO claimed that DPH does not have the bandwidth, but could not name anyone in DPH that they spoke to about this. If DPH does not have the bandwidth, there is an opportunity to support DPH as a part of the network of CCSF departments, and count on the experts to expand pre-existing, successful, interventions and services.

DPH is currently working on expanding its services like RESTORE, which will have 24/7 staff that can be used to support patients through sobering, withdrawal, and beginning treatment. Treatment options include Medically Assisted Treatment (MAP) which must be administered by a clinician. Non-clinical staff are unable to provide MAP.

This is a 4-year contract that has no plans to transfer this work back to the city.

SFSO could not state the metrics they will be using to know that this proposed \$20.7 million contract is working. With that said, the metrics of this program should have the oversight of medical professionals and public health evaluation staff with SFSO's input, not the other way around. Metrics are currently focused on drop off, intake, and exit operations, and not patient health outcomes.

Of the 3 listed contractors provided by SFSO, 1 is not located in California and 1 is only in LA. Having no current infrastructure/connection in the city could possibly mean a much bigger start-up costs and zero links to the community.

SFSO listed 3 contractors they might use; Crestwood, Connections Health Solutions and CRI-Help. Here are the problems with these contractors:

CRI-Help: Does NOT accept Medicaid, which would make using their services extremely expensive, and we could not align it with other billing build outs that DPH are focused on. Additionally, they seem to serve a different population than we do. Private "upscale" treatment centers often do not have experience serving people experiencing homelessness, which means that often staff are untrained and underprepared for their roles. This is not only concerning for patient care, but also creates an element of increased risk to staff, without the protections of a union contract.

Connections Health Solutions: This is an out-of-state contractor, in Arizona no less. What is confusing is that the roles seem clinical, and this program uses "non-clinical" staff according to the description that SFSO provided.

Crestwood: There are multiple "Crestwood" results that come up during a quick google using mental health and treatment associated terms. We need more information on which one they intend on using.

SFSO is also proposing that this facility be non-licensed, easy to build program, but, *"Using quick-to-hire/fire contractual staff instead of CCSF staff to build out a new program is concerning. Assuming best intentions, it still chooses speed over quality, and thus cost, care, and effectiveness," Local 21 member in DPH.*

Lastly, Local 21 does align with the city in that we agree this service is vital and necessary, and, this program should be built through the proper channels with the help of city workers who are experts in sobering and referral programs. With Medicaid cuts coming down the line, this \$20.7 million dollar would benefit DPH and the city that it serves. It is worth noting that at least one of the proposed contractors does not accept Medicaid, potentially adding to the cost of services. DPH is currently able to bill for services and continually working to expand billing and make programs more sustainable.

Factual Background

Please provide detailed factual information which supports the opposition to the PSC. If additional space is needed, please indicate that this information is contained in an attachment.

Below are all the positions and programs that are already doing the worked being requested within DPH:

The general positions that DPH staff uses in sobering centers: Health Worker 2, 3,4; Health Program Coordinators 3, RN, Special RN, NPs, and MDs who are often floating across many programs and on call.

Community Forward Managed Alcohol and Sobering Center : SFDPH has a contract that helps fund these services. The Alcohol Sobering Center saves the city on costs since EMTs don't have to transport folks to an ER anymore; they can bring them to the sobering center, and folks can safely sober up with medical staff supporting and offering treatment. The Managed Alcohol Program is very effective and a nationally cutting-edge intervention to help people living with alcoholism. City staff, and nonprofit agency staff collaborate to support these programs.

SOMA Rise : SFDPH has a contract that helps fund these services. This program is very beloved by patients and is a sobering center for people who use opioids. SOMA Rise shares a building with many of the street health outreach staff, and WPIC used to run an evening satellite clinic there on some weekdays (unsure if this is still happening). City staff run some satellite clinics, but nonprofit staff predominantly run SOMA Rise.

Medical Respite and Sobering Center - WPIC Program: This program is staffed by CCSF employees, interns, fellows, etc. Similar to the other sobering centers, offering patients an alternative to expensive EDs saves taxpayers money and provides patients with consistent,

high-quality care. This program is often a bridge to getting patients stabilized enough to go into shelter or enter treatment.

Not only are all of these programs in collaboration with SFDPH and staffed by and supported by CCSF employees, but they know the reality of the situation because they are local to the TL and SF.

Supporting Evidence

Please provide any available documentary evidence or declarations in support of the objection to the PSC. If additional space is needed, please indicate that this information is contained in an attachment.

N/a

Full Name: Samuel Favela

Email: sfavela@ifpte21.org

Date: 10/24/2025 - 2:26 pm

Signature:

A handwritten signature in black ink, appearing to read 'S. Favela', written in a cursive style.

Gong, Henry (SHF)

From: Stalfa, Gregory (HRD)
Sent: Tuesday, October 28, 2025 3:00 PM
To: Samuel Favela
Cc: Mark Weirick; Debra Grabelle; Katherine General; Perez, Fabian (SHF); Carter, Tanzanika (SHF); Gong, Henry (SHF); Graham, Ardis (HRD); Wright, Jonathan (HRD); Delorio, Carol (HRD)
Subject: Re: IFPTE Local 21 - Written Objection Initiating Fact-Finding Review - PSC DHRPSC0005790
Attachments: Agreement Regarding PSC Pilot Program Procedures.pdf

Hi Sam,

That email contained the November 2, 2025, date because PSC 5790 also involved members of the Union of American Physicians and Dentists (UAPD), which does not have the 10-calendar day meeting request requirement contained in the Pilot PSC Review Process in the IFPTE Local 21 MOU. UAPD has until 11/2/25 to request to meet, but Local 21 must request to meet within 10-calendar days of the notice to preserve the ability to submit the PSC for fact-finder review.

ServiceNow appears to have defaulted to the latest date in the email you received. But the 10-calendar day deadline for Local 21 to request to meet was negotiated in the contract and in the attached, agreed upon, PSC Pilot Program Procedure. If you would like to discuss this issue we would be happy to add it to the agenda for the upcoming JLMC meeting on November 12, 2025, at 9:00 AM. Let me know.

Sincerely,



Greg Stalfa (*he, him, his*)
Employee Relations Representative
City & County of San Francisco
Department of Human Resources
One South Van Ness Ave., 4th Floor
San Francisco, CA 94103
Website: www.sfdhr.org

From: Samuel Favela
Sent: Tuesday, October 28, 2025 11:46 AM
To: Stalfa, Gregory (HRD)
Cc: Mark Weirick ; Debra Grabelle ; Katherine General ; Perez, Fabian (SHF) ; Carter, Tanzanika (SHF) ; Gong, Henry (SHF) ; Graham, Ardis (HRD) ; Wright, Jonathan (HRD) ; Delorio, Carol (HRD)
Subject: Re: IFPTE Local 21 - Written Objection Initiating Fact-Finding Review - PSC DHRPSC0005790

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

Hello Greg,

Thank you for your response.

We have in writing that the City allowed for more time to object to this PSC and Local 21 was giving until 11/02/25 to object:

"SHF is requesting your review of PSC [DHRPSC0005790]. 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 2025-11-02. 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.**"

Therefore, Local 21 initiated an objection within the timeframe given by the City.

Please see attached screenshot from the PSC.

Thank you.

-Sam

Samuel Favela ([he/they/Sam](#))
SF Field Organizer, IFPTE Local 21
Main: (415) 914-7344
Join Us: www.ifpte21.org/join/



From: Stalfa, Gregory (HRD)
Sent: Friday, October 24, 2025 5:05 PM
To: Samuel Favela
Cc: Mark Weirick ; Debra Grabelle ; Katherine General ; Perez, Fabian (SHF) ; Carter, Tanzanika (SHF) ; Gong, Henry (SHF) ; Graham, Ardis (HRD) ; Wright, Jonathan (HRD) ; Delorio, Carol (HRD)
Subject: IFPTE Local 21 - Written Objection Initiating Fact-Finding Review - PSC DHRPSC0005790
Dear Samuel Favela,

Please find the attached response to your Written Objection Initiating Fact-Finding Review for Proposed Personal Services Contracts regarding PSC number DHRPSC0005790.

Sincerely,



Greg Stalfa (*he, him, his*)
Employee Relations Representative
City & County of San Francisco
Department of Human Resources
One South Van Ness Ave., 4th Floor
San Francisco, CA 94103
Website: www.sfdhr.org



Employee Relations

City and County of San Francisco
Department of Human Resources

AGREEMENT REGARDING PERSONAL SERVICES CONTRACT PILOT PROGRAM PROCEDURE

These Pilot Program Procedures document the procedures for Fact-Finding Review as set forth in the Memorandum of Understanding (MOU) between the City and County of San Francisco (City) and the International Federation of Professional and Technical Engineers, Local 21 (IFPTE Local 21) and the Collective Bargaining Agreement (CBA) between the City and the Service Employees International Union, Local 1021 (SEIU Local 1021). These procedures apply during the Personal Services Contract (PSC) process, which is initiated when a City department submits a PSC request to the Department of Human Resources and/or Civil Service Commission (CSC).

General Rules for Fact-Finder Review Process

- 1) Each Union may use the fact-finder review process up to 5 times in a 12-month period; more times may be added by mutual agreement.
- 2) The Unions may not trade fact-finder review process opportunities. For example, SEIU Local 1021 may not give one of their opportunities to IFPTE Local 21.
- 3) Should both Unions want to participate in the fact-finder review process for the same PSC, they must each submit their own request. In these cases, both Unions must use one of their 5 fact-finder review opportunities.
- 4) Fact-finder review opportunities do not roll over to the following 12-month period if they remain unused at the end of the year.
- 5) Once the fact-finder review request is submitted by the Union under Step 3 below, one of the 5 fact-finder review opportunities is deemed to be used.

PSC Fact-Finder Review Process

- 1) **PSC submittal.** The City department notifies the Union of a PSC request using the tracking system. When the Union is notified, the 7-day public posting period also begins and information on the PSC becomes open to public inspection. As part of this request, the City department includes all information required in the application, including, but not limited to:
 - a) The anticipated duration of the contract(s).
 - b) The scope of work under the contract(s).
 - c) The final solicitation, if published. If no solicitation is yet published or will be used, the City shall provide the special skills or expertise being sought from a contractor. However, detailed information such as minimum qualifications, selection criteria,



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and other confidential information may not be included in the PSC request prior to the issuance of a solicitation.

- d) Which factors were used to justify the department's contracting decision as provided in the CSC's PSC Policy, paragraph 114 of the IFPTE Local 21 MOU, or paragraph 112 of the SEIU Local 1021 CBA.
- 2) Union review & initial meeting. Within 10 calendar days of receiving the PSC notice, the Union may request to meet with the City over the proposed contract(s).
- a) Within 10 calendar days of the Union's request to meet, the City department and Union shall conduct the meeting. If the City department cannot meet within 10 calendar days, the City department and Union may mutually agree to extend this window for the initial meeting from 10 to 20 calendar days.

If the City department is unable to meet within 10 calendar days, the timeline for the Union to commence the fact-finder review process set forth in paragraph 115.c.ii of the IFPTE Local 21 MOU, and paragraph 113.c.ii of the SEIU Local 1021 CBA, will be tolled by another 10 calendar days.
 - b) During this period, the Union may request pertinent background and/or documentation related to the PSC request as it relates to the classifications the Union represents. ERD will facilitate discussions between the Union and City department when disputes regarding the relevance of information requested arise.
 - c) This initial meeting may cover topics such as:
 - i) The department's PSC request and justification,
 - ii) Possible alternatives to contracting or subcontracting,
 - iii) Whether the department staff has the expertise and/or facilities to perform the work, and
 - iv) Steps the City has taken to address job vacancies.
 - v) Whether the department has adhered to paragraph 114 of the IFPTE Local 21 MOU or paragraph 112 of the SEIU Local 1021 CBA.
 - d) Only one meeting is required. The Union and City department may mutually agree to multiple meetings.
 - e) Outcomes:



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Department of Human Resources

- i) If the Union and City department reach an agreement about the PSC request, the process jumps to step 4.
 - ii) If the Union and City department are not in agreement, the Union may wish to exercise the fact-finder review process under step 3. If they choose not to exercise this process, the process jumps to step 4.
- 3) **Fact-finder review.** If the Union and City department cannot come to an agreement under step 2, the Union may utilize the fact-finder review process. The Union may use this fact-finder review process for any PSC request regardless of amount.
 - a) **Requesting fact-finder review.** To begin this process, the Union must submit a written request and provide the information listed on the agreed upon form to the PSC fact-finder review process coordinator. The Union must submit the written request and required information by completing the "Appeal to the Personal Services Contract Form" through the DHR online portal ([Form URL](#)) within 5 calendar days of the meeting referenced in step 2.
 - i) Should both Unions want to send the same PSC through the fact-finder review process, they must both submit a request. In these cases, both Unions must use 1 of their 5 fact-finder review opportunities. Each Union's submission will be reviewed separately and be issued their own report by the factfinder, but Union submissions on the same PSC will be assigned to the same factfinder, calendared for the same factfinding hearing date, and be heard together.
 - ii) In cases in which the City department and Union mutually agree to host multiple initial meetings, the 5 calendar day window commences following the last mutually agreed-to meeting.
 - iii) Once a fact-finder review request is submitted by the Union, the Union is deemed to have used 1 of their 5 annual fact-finder review opportunities, regardless of the final disposition of the request (e.g., an opportunity is still used even if the record is administratively rejected by the PSC fact-finder review process coordinator for timeliness, the factfinder deems the request to have insufficient evidence for a hearing, or the factfinder's report does not support the Union's position).
 - b) **Fact-finder review request processing.**
 - i) On the next business day after receipt, the PSC fact-finder review process coordinator reviews the Union's submission for timeliness (received within the 5 calendar day window). The PSC fact-finder review process coordinator is NOT reviewing the request for merit.



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Department of Human Resources

- ii) Any requests received after 5 calendar days will be administratively rejected.
 - 1) If administratively rejected, the PSC fact-finder review process coordinator notifies the Union and City department about the rejected fact-finder review request.
 - 2) If administratively rejected, the PSC request will move forward to step 4 without commencing fact-finder review.
- iii) For timely requests, the PSC fact-finder review process coordinator notifies the City department, the Union, and the factfinder that 1) a Union fact-finder review request has been received and 2) that the City department may submit evidence rebutting the Union's submission.
- iv) The PSC fact-finder review process coordinator marks the PSC record as under fact-finder review in the tracking application.
- c) Receive City rebuttal. The City department may submit a written rebuttal to the Union, the PSC fact-finder review process coordinator, and the factfinder within 4 calendar days.
- d) Review of Union submission & City rebuttal. Within 5 calendar days of the Union's submission, the factfinder reviews the evidence and determines if sufficient evidence exists to warrant a hearing on the PSC request.
 - i) If the factfinder determines that the Union has not submitted sufficient evidence, the factfinder dismisses the Union's request for a factfinding hearing.
 - ii) If the factfinder determines that sufficient evidence has been submitted to proceed with a factfinding hearing, the factfinder will schedule the hearing for the next prescheduled hearing date and will notify the PSC fact-finder review process coordinator, the City department, and the Union in writing.
- e) Fact-finder hearing.
 - i) The purpose of the hearing is to determine whether the circumstances described by the City as the basis for contracting out exist.
 - ii) The hearing must follow the generally accepted rules and structure of expedited hearings between the City and Union(s).
 - iii) The Union(s) and City department must attend the fact-finder hearing.



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Department of Human Resources

- 1) If no Union representative attends, the fact-finder review process is deemed complete and the process moves forward to step 4. In these cases, the factfinder shall not provide a recommendation to the CSC.
 - iv) For each PSC request, the factfinder may allow the Union(s) and City departments to make opening statements. They may then ask each party questions about the PSC request and/or any evidence or documentation submitted to support or object to the PSC request.
 - v) If a party (the Union(s) or City department) presents information not previously furnished in the original PSC request, Union submission, or City rebuttal (if one was submitted), the other party may object to the factfinder considering the new information. If a party objects, the factfinder must determine whether to allow the information to be considered in the hearing using evidentiary standards typically applied at expedited arbitrations between the Union(s) and the City.
 - vi) The PSC fact-finder hearing must be completed on the scheduled hearing date. The factfinder may not continue the item to the next meeting to request additional information from the Union or City department.
 - vii) The Union may choose to be represented by legal counsel at the hearing.
- f) Fact-finder report to CSC.
- i) Following the hearing, the factfinder prepares a recommendation documenting their findings and recommendations to the CSC. This includes but is not limited to:
 - 1) Whether the factfinder agrees that the circumstances described by the City as the basis for contracting out exist and comply with the provisions of the relevant MOU or CBA.
 - 2) Whether the factfinder recommends the contracting out proposal should be approved, denied, or modified by the CSC.
 - 3) Whether any proposals the Union presents as an alternative to contracting out are recommended to be adopted.
 - 4) Any recommended timelines or intermediate steps.
 - ii) The factfinder provides the written report within 5 calendar days after the hearing; however, the factfinder may extend this time to 14 days if needed. If the factfinder extends this timeline to 14 days, they notify the



Employee Relations

City and County of San Francisco
Department of Human Resources

PSC fact-finder review process coordinator, the City department, the Union, and the CSC's Executive Director or designee.

- iii) The factfinder emails their report to the PSC fact-finder review process coordinator, who then provides copies to the City department, the Union, and the CSC's Executive Director or designee.

4) CSC review of PSC request.

a) Scheduling.

- i) CSC staff are notified that a PSC request is ready to schedule before the Commission.
- ii) PSC requests are added to the CSC agenda. Typically, the CSC posts its agenda 3 business days prior to the CSC meeting. CSC staff post the PSC request and fact-finder report, if applicable, on their website for public notice. The CSC may amend its agenda up to 72 hours before the scheduled meeting.
- iii) PSCs with a fact-finder report are calendared on the regular agenda (not the consent agenda).

b) Hearing.

- i) At the hearing, CSC Commissioners will consider the PSC request. Consideration may include asking questions of the Union and the City department on a particular PSC request.
- ii) The CSC Commissioners have jurisdiction to decide to approve, deny, or amend the PSC request.
- iii) After the hearing, CSC staff enter the decision into the tracking system.

Other Rules

- 1) The Pilot PSC Review Process Program will go into effect no earlier than January 1, 2025, but no later than July 1, 2025. This pilot program shall expire on June 30, 2027, unless the Parties mutually agree to extend it.



Employee Relations
City and County of San Francisco
Department of Human Resources


FOR THE CITY



Jonathan Wright Date
Assistant Employee Relations
Director

6/27/2


FOR IFPTE LOCAL 21



Mark Weirick Date
IFPTE Local 21 Regional Director

6/27/2


APPROVED AS TO FORM



Cecilia T. Mangoba Date
Interim Chief Labor Attorney

7/1/25

FOR SEIU LOCAL 1021



Nato Green Date
SEIU 1021 Collective Bargaining
Coordinator

7/1/25

Personal Service Contract Summary (PSC Form 1)

PSC Basic Information

Submitting Department: TIS

Submitted By: Jolie Gines

Department Coordinator: Jolie Gines,
jolie.gines@sfgov.org

Project Manager: Cody Xuereb

ServiceNow Number: DHRPSC0005826

Version: 0.01

Version Type: New

Brief description of proposed work: Professional services such as customization, integration and configuration that can only be performed by the Contractor due to the proprietary nature of these services. Contractor is the only provider of these professional services.

Review Type and Reason

CSC Review Required: Yes

CSC Review Reason(s):

- Requires CSC Approval by Amount

Amount

PSC Amount: \$2,500,000

Does contract include items other than services?: Yes

- Cloud-Based Software Licenses and Support (without Professional Services): \$2,500,000

Duration

Is PSC by Duration or Continuing: Duration

PSC Duration (Months): 60

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 scope of the work requested by the Snowflake Resident Solution Architect responsibilities may include the following: 1. Provide ongoing technical guidance for ingestion, security, performance tuning & optimization, and advanced Snowflake features; 2. Provide product advocacy and Customer enablement; 3. Work with Customer resources as a primary technical advisor, providing guidance on the following matters: - Reference architecture - Architectural guidance - Snowflake best practice considerations related to Snowflake configuration, accounts, security guidance, databases, data management and other topics as agreed upon by the parties; 4. Provide

onboarding and implementation support to DT, DataSF, and City departments to implement Snowflake on a project basis, including helping with the design and implementation of system configuration, database and compute architecture, security policies, role based access control (RBAC) frameworks, or other related topics; 5. Serve as a primary technical lead with access to Snowflake technical experts that can facilitate collaboration on broader technical items; 6. Facilitate Customer access to Snowflake support resources that will allow Customer to directly post support questions and help with technical guidance pursuant to Customer's support agreement; and 7. Engage with other Snowflake technical leaders. Professional services may also include migration and/or other training services as needed.

Why are these services required and what are the consequences of denial?: The services are required to support DT/ DataSF and City departments in adopting the Citywide data warehouse solution (Unified Data Platform). The services will enable DT & DataSF to configure and onboard additional departments and their staff onto the platform as well as train and upskill City staff to use the platform fully and efficiently. Currently these services are being procured through the Tech Marketplace which has resulted in (1) higher costs (8-12% markup on list price); and (2) limitations on the type of data and projects the services can be used for, resulting in slower ability to scale out the platform. Given the platform is a new technology, partnership and collaboration from the vendor are needed to ensure optimal and efficient setup and train staff in how to use and maintain the technology going forward.

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 i.e. the methodology used and some of the tools used are proprietary.

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?: 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): Per Snowflake (see attached sole source letter), there are no third-party organizations or partners that are certified by Snowflake who can provide the RSA/PRSA Technical Services offerings. Once the customization and configuration is setup, vendor will do a knowledge transfer and train City staff to maintain and modify these configurations going forward.

Union Notifications

Job Class(es): 1044 - IS Engineer-Principal

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

Labor Union Email Addresses: L21pscreview@ifpte21.org

Union Review Sent On: 10/17/2025

Union Review End Date: 10/27/2025

Union Review Duration Met On: 10/27/2025

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: Jessica Brown

ServiceNow Number: DHRPSC0001793

Version: 1.01

Version Type: Amendment

Legacy PSC #: 44677-14/15

Brief description of proposed work: High School Behavioral Health Workforce Development Program

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

Review Type and Reason

CSC Review Required: Yes

CSC Review Reason(s):

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

Amount

Previously Approved Amount: \$1,761,294

Increase Amount: \$1,738,706

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

Total Amended Amount: \$3,500,000

Does contract include items other than services?: No

Duration

Is PSC by Duration or Continuing: Duration

Previously Approved Duration (months): 132

Duration Increase (months): 60

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

Total Amended Duration (months): 192

First Contract Start Date: 1/1/2015

PSC Duration End Date: 1/1/2031

Funding

Funding Source: 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: Original coordinator's email: jacquie.hale@sfdph.org.

Contractor(s) will (1) maintain a mental health/behavioral high school workforce development program, with San Francisco Unified School District's (SFUSD) John O'Connell High School faculty and staff, that will be tailored for John O'Connell (O'Connell) High School Students; (2) maintain the mental health/behavioral health high school workforce development program, with O'Connell High School faculty and staff, that will include career exposure, academic support, wellness/wrap around services and youth leadership development opportunities for students; and (3) establish, operate and manage O'Connell High School students' mental health/behavioral health internships with local mental health/behavioral health industry partners. This high school workforce development program will also include (1) internships and other experiential and research opportunities with local mental health/behavioral health industry partners; and (2) an evaluation of the program that will encompass indicators, outputs, outcomes, process objectives and outcome objectives.

Why are these services required and what are the consequences of denial?: This service is critical to San Francisco's overall public mental health/behavioral health workforce development pipeline. Currently the City does not fund a high school mental health/behavioral health workforce development program that introduces students to these fields and cultivates them on a track of field knowledge and skill building to prepare them for post-secondary education and professional careers. The partnership between the Department of Public Health (DPH), the San Francisco Unified School District (SFUSD) and an expert organization of mental health/behavioral health workforce development is unprecedented and is vitally needed to ensure that San Francisco's healthcare industry's labor market is properly and competitively prepared to accommodate the level of patient/client care required in the next 5-10 years. The proposed work described above will develop, implement and evaluate a school year long mental health/behavioral health workforce development program, where O'Connell High School student will experience career exposure, academic support, wellness/wraparound services, youth leadership development opportunities, and meaningful internships and other experiential and research opportunities with local mental health/behavioral health industry partners.

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

How many contracts?: 1

Why have you not hired City employees to perform the services?: The behavioral health workforce development program requires specialized expertise that is not available within existing City classifications, particularly for delivering services in a school setting to unserved and

underserved high school students.

Board and Commission Approvals

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

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

Justification

Has your response to Q1 changed?: No

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

No

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

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

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

Q4a) What facilities or equipment does the City lack that contractor possesses?: This contract with SFUSD's John O'Connell High School funded by State Mental Health Services Act (Proposition 63) represents a unique partnership of two local agencies that will enable the City/DPH and SFUSD to enhance students' educational and career opportunities and the future workforce available to the City's mental health services system, and would not be able to be duplicated specifically by other vendors or civil service employees.

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

Explain why: The department does not plan to acquire facilities or equipment since the work involves delivering a behavioral health workforce development program at John O'Connell High School, which relies on programmatic expertise rather than specialized facilities or equipment.

Additional information to support your request (Optional):

Union Notifications

Have the Job Classes/Labor Unions changed?:

Job Class(es): 2593 - Health Program Coordinator 3

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

Labor Union Email Addresses: L21pscreview@ifpte21.org

Union Review Sent On: 10/22/2025

Union Review End Date: 11/1/2025

Union Review Duration Met On: 11/1/2025

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH

Dept. Code: DPH

Type of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 44677 - 14/15)

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

Type of Service: High School Behavioral Health Workforce Development Program

Funding Source: Mental Health Svcs Act (Prop 63)

PSC Original Approved Amount: \$100,000

PSC Original Approved Duration: 01/01/15 - 12/31/15 (52 weeks)

PSC Mod#1 Amount: \$500,000

PSC Mod#1 Duration: 01/01/16-12/31/20 (5 years 2 days)

PSC Mod#2 Amount: \$260,000

PSC Mod#2 Duration: 03/01/19-12/30/20 (0 sec)

PSC Mod#3 Amount: \$901,294

PSC Mod#3 Duration: 01/01/21-12/31/25 (5 years 2 days)

PSC Cumulative Amount Proposed: \$1,761,294

PSC Cumulative Duration Proposed: 11 years 2 days

1. Description of Work

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

Contractor(s) will (1) develop a mental health/behavioral high school workforce development program, with San Francisco Unified School District's (SFUSD) John O'Connell High School faculty and staff, that will be tailored for John O'Connell (O'Connell) High School Students; (2) implement the mental health/behavioral health high school workforce development program, with O'Connell High School faculty and staff, that will include career exposure, academic support, wellness/wrap around services and youth leadership development opportunities for students; and (3) establish, operate and manage O'Connell High School students' mental health/behavioral health internships with local mental health/behavioral health industry partners.

This high school workforce development program will also include (1) internships and other experiential and research opportunities with local mental health/behavioral health industry partners; and (2) an evaluation of the program that will encompass indicators, outputs, outcomes, process objectives and outcome objectives/

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

This service is critical to San Francisco's overall public mental health/behavioral health workforce development pipeline. Currently the City does not fund a high school mental health/behavioral health workforce development program that introduces students to these fields and cultivates them on a track of field knowledge and skill building to prepare them for post-secondary education and professional careers. The posited partnership between the Department of Public Health (DPH), the San Francisco Unified School District (SFUSD) and an expert organization of mental health/behavioral health workforce development is unprecedented and is vitally needed to ensure that San Francisco's healthcare industry's labor market is properly and competitively prepared to accommodate the level of patient/client care required in the next 5-10 years. The proposed work described above will

develop, implement and evaluate a school year long mental health/behavioral health workforce development program, where O'Connell High School students will experience (a) career exposure; (b) academic support; (c) wellness/wrap around services; (d) youth leadership development opportunities; and (e) meaningful internships and other experiential and research opportunities with local mental health/behavioral health industry partners.

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?
Yes, if funding is available.

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why:
The Department plans to continue this program, which provides information and internships for John O'Connell High School students to explore future career opportunities in the mental health/behavioral health field.

2. Reason(s) for the Request

A. Display all that apply

☒ Services that require resources that the City lacks (e.g., office space, facilities or equipment with an operator).

Explain the qualifying circumstances:

This contract with SFUSD's John O'Connell High School funded by State Mental Health Services Act ("Proposition 63") represents a unique partnership of two local agencies that will enable the City/DPH and SFUSD to enhance students' educational and career opportunities and the future workforce available to the City's mental health services system, and would not be able to be duplicated specifically by other vendors or Civil Service employees.

B. Reason for the request for modification:
To extend the duration and increase the amount correspondingly.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: The contractor(s) must have (1) demonstrated capacity to deliver and support a high school workforce development program, specifically in the fields of health and behavioral health science; (2) demonstrated expertise in and the ability to facilitate student learning related to the most current mental health/behavioral health employment trends and industry practices; (3) proven ability to design, implement and evaluate a mental health/behavioral health high school workforce development program with high school faculty and staff; (4) demonstrated experience in developing a mental health/behavioral health high school workforce development program that includes (a) career exposure; (b) academic support; (c) wellness/wrap around services; and (d) youth leadership development opportunities; (5) proven ability to have an onsite Program Coordinator to oversee the planning, implementation and evaluation of a mental health/behavioral health high school workforce development program; and (6) demonstrated ability to establish, operate and manage a mental

health/behavioral health high school workforce development internships with local mental health/behavioral health industry partners.

- B. Which, if any, civil service class(es) normally perform(s) this work? 2593, Health Program Coordinator 3;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, contractor(s) will maintain SFUSD O'Connell High School facilities that are licensed and otherwise compliant with external funding requirements for provision of contracted services.

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

Not Applicable

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

- A. Explain why civil service classes are not applicable.
Civil service classes are not applicable for this proposed work because there currently is not a classification that provides the services needed specific to mental health/behavioral health workforce development for high school students.
- 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, it would not be practical to adopt a new civil service class to perform this work at this time because the program is new and untested.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
Training will be for high school students only (possibly future employees).
- 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.
San Francisco Public Health Foundation

7. **Union Notification:** On 08/07/20, the Department notified the following employee organizations of this PSC/RFP request:
Professional & Tech Engrs, Local 21; Prof & Tech Eng, Local 21; Architect & Engineers, Local 21;

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

Name: Jacquie Hale Phone: (415) 554-2609 Email: jacquie.hale@sfdph.org

Address: 101 Grove Street, Room 307, San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 44677 - 14/15

DHR Analysis/Recommendation:

10/05/2020

Commission Approval Required

Approved by Civil Service Commission

10/05/2020 DHR Approved for 10/05/2020

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

Instructions:

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

Step 2: Complete the fields below.

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

Document Content:

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

Dept Acronym:	DPH
Dept Name:	Department of Public Health
PSC Coordinator Name:	Reanna Albert
PSC Coordinator Email:	reanna.albert@sfdph.org
PSC ServiceNow Record No.:	DHRPSC0001793

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
1000019834	01/01/2021	12/31/2025	\$ 1,761,294	44677-14/15	Provide a behavioral health workforce development program at San Francisco Unified School District's John O'Connell High School for unserved and underserved high school students.

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: Jessica Brown

ServiceNow Number: DHRPSC0002610

Version: 1.01

Version Type: Amendment

Legacy PSC #: 40937-21/22

Brief description of proposed work: Program Administration in Support of Health Equity Programs

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

Review Type and Reason

CSC Review Required: Yes

CSC Review Reason(s):

- Requires CSC Approval by Amount

Amount

Previously Approved Amount: \$3,000,000

Increase Amount: \$6,853,972

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

Total Amended Amount: \$9,853,972

Does contract include items other than services?: No

Duration

Is PSC by Duration or Continuing: Duration

Previously Approved Duration (months): 61

Duration Increase (months): 35

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

Total Amended Duration (months): 96

First Contract Start Date: 7/1/2022

PSC Duration End Date: 7/1/2030

Funding

Funding Source: City Funds, State Funds

Special circumstances related to funding: No

Scope of Work

Are you making substantive changes to the scope of work last approved?: No

Clearly describe scope and detail the services to be performed: Original coordinator's email: kelly.hiramoto@sfdph.org.

Contractor(s) will support As Needed Program Administration of Health Equity Based Professional Training, Consultation and Technical Assistance department wide. The Training, Consultation and Technical Assistance services require professionals who are experts in the deliver and knowledge of Health Equity services. Professional services include a broad spectrum of Health Equity topics that may include and not limited to: training seminars, health education, curriculum development, technical assistance, implicit bias meetings and facilitation, cultural humility, health disparities, other Department defined health equity competencies, evaluation, program assessments, grant writing, program planning, health promotion, media development, and further grant development to support the Departments health equity programs, including assistance in maintaining compliance with the Federal, State, and local policies.

Why are these services required and what are the consequences of denial?: The Department of Public Health's Office of Justice, Equity, Diversity, and Inclusion was established to address health disparities and workforce inequities, create a culture of equity and inclusion, and allow all San Franciscans to enjoy health and prosperity. When the Department is audited by local, State and

federal agencies, the use of an independent contractor, subject matter expert and/or professional consultation firm to provide program development and evaluation services are beneficial and, in some cases, may be a requirement. Denial may result in failure to provide optimum client care, staff

support and guidance and failure to meet funding 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?: 1

Why have you not hired City employees to perform the services?: City employees have not been hired because the services under this PSC are short-term, intermittent, and required on an as-needed basis. Some work also requires independent review or evaluation to meet regulatory or funding requirements, or to avoid potential conflicts of interest, such as internal staff reviewing the impact of health equity workforce development culture changes. As the services are as-needed and objective, the Department continues to seek to complement existing staff.

Board and Commission Approvals

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

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

Justification

Has your response to Q1 changed?: No

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

No

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

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

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

Q5 - Are the services required on a temporary basis or on a long-term basis?: 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, or periodic basis because projects utilizing professional trainers/consultants, or consulting firms under this PSC will continue to be short-term and as-needed. Some services may require independence in order to support Department compliance with audit or funding requirements, or when there is a potential conflict of interest, such as internal staff reviewing the impact of health equity workforce development culture change.

Q5b) Do the services require specialized expertise, knowledge experience?: No

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

Q5c1) Identify the classifications: 0923 - Manager II, 0922 - Manager I

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

Q5c3) Why are they not able to perform the services?: Employees are unable to perform the services because the work involves short-term, as-needed projects that require independent trainers or consultants with specialized expertise in health equity. Some services must be conducted independently to meet regulatory or audit requirements, or to avoid conflicts of interest, such as when evaluating the impact of internal workforce development initiatives related to equity and inclusion.

Q5d) Will contractor directly supervise City employees?: No

Q5e) Will contractor train City employees?: Yes

Q5e1) Clearly describe and detail the training activities: Contractor(s) will provide subject matter expertise on recognizing implicit bias, culture humility, health disparities and other topics relevant to DPH-defined health equity competencies.

This can include meeting facilitation between DPH staff or between staff and key stakeholders that support equity programs. It may include speaking engagements by experts on health equity, practices that support health equity or best practices for working with communities of concern, or other relevant areas.

Equity trainings will be conducted on an as-needed basis for all the

Department staff. Contractor(s) will provide subject matter expertise on recognizing implicit bias, culture humility, health disparities and other topics relevant to DPH-defined health equity competencies.

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 will not be transitioned back to the City because the services are short-term, as-needed, and objective in nature. The services are intended to complement, not replace, existing staff and in some cases require independence to avoid conflicts of interest or meet regulatory requirements.

Additional information to support your request (Optional):

Union Notifications

Have the Job Classes/Labor Unions changed?:

Job Class(es): 0923 - Manager II, 0922 - Manager I

Labor Unions: 351 - Municipal Exec Assoc-Misc

Labor Union Email Addresses: staff@sfmea.com

Union Review Sent On: 10/22/2025

Union Review End Date: 10/29/2025

Union Review Duration Met On: 10/29/2025

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

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Document Content:

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

Dept Acronym:	DPH
Dept Name:	Department of Public Health
PSC Coordinator Name:	Reanna Albert
PSC Coordinator Email:	reanna.albert@sfdph.org
PSC ServiceNow Record No.:	DHRPSC0001793

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
1000019834	01/01/2021	12/31/2025	\$ 1,761,294	44677-14/15	Provide a behavioral health workforce development program at San Francisco Unified School District's John O'Connell High School for unserved and underserved high school students.

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: Oleg Korsunsky

ServiceNow Number: DHRPSC0005513

Version: 1.01

Version Type: Amendment

Brief description of proposed work: Ongoing maintenance and upkeep of the Security System at Laguna Honda Hospital, manufactured by Johnson Controls. The system includes access control points, CCTV (closed circuit television) devices for security monitoring purposes, and various pieces of mechanical and electrical equipment throughout the hospital.

Reason for the Request for Amendment: Update the scope of work to include all Department of Public Health sites, not just Laguna Honda Hospital.

Review Type and Reason

CSC Review Required: Yes

CSC Review Reason(s):

- Requires CSC Approval by Scope

Amount

Previously Approved Amount: \$4,000,000

Increase Amount: \$0

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

Total Amended Amount: \$4,000,000

Does contract include items other than services?: Yes

- Commodities & Equipment: \$4,000,000

Duration

Is PSC by Duration or Continuing: Duration

Previously Approved Duration (months): 60

Duration Increase (months): 0

Total Amended Duration (months): 60

First Contract Start Date: 11/1/2025

PSC Duration End Date: 11/1/2030

Funding

Funding Source: City Funds

Special circumstances related to funding: No

Scope of Work

Are you making substantive changes to the scope of work last approved?: Yes

Clearly describe scope and detail the services to be performed: Provide ongoing maintenance and upkeep of the Security System at all Department of Public Health (DPH) sites, manufactured by Johnson Controls. The system includes access control points, CCTV devices for security monitoring purposes, and various pieces of mechanical and electrical equipment. Services include comprehensive care and repair for Access Control Field Equipment, including card readers, access control system, locking hardware, power supplies, motion detectors, locking doors, airphone security intercommunications systems intercoms and switches, access control head-end, panels, and power supplies, servers and software, security workstations and monitors, controller checks, door controllers, standby power supply batteries, controller expansion enclosures, hi-resolution CCTV cameras, exterior housing, integrated PTZ (pan, tilt, and zoom) domes, batteries, video servers and storage, video surveillance network switches, workstations, and monitors, power supplies, duress buttons, emergency call station equipment, and other hardware and software upgrades and repairs needed for various other security related items.

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

Why are these services required and what are the consequences of denial?: These services are core to the effective functioning of DPH, as the security system is essential to maintaining a safe and secure environment. Without ongoing maintenance, repairs, and upgrades, the system could fail or degrade, leading to increased safety risks, unauthorized access, and delayed emergency responses, and ultimately compromise operations.

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

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: Yes

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

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

Justification

Has your response to Q1 changed?: No

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

Post Union Notification

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

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

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

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

Q4a) What facilities or equipment does the City lack that contractor possesses?: The City lacks the replacement parts, system upgrades, and specialized tools needed to support the security system.

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

Explain why: The department does not plan to acquire the necessary facilities or equipment because these are highly specialized parts and tools specific to the security system, which require specialized expertise that is not available in-house.

Additional information to support your request (Optional):

Union Notifications

Have the Job Classes/Labor Unions changed?: No

Job Class(es): 1823 - Senior Administrative Analyst, 1042 - IS Engineer-Journey, 7262 - Maintenance Planner, 1041 - IS Engineer-Assistant, 1044 - IS Engineer-Principal, 1054 - IS Business Analyst-Principal, 1824 - Pr Administrative Analyst, 1043 - IS Engineer-Senior

Labor Unions: 021 - Prof & Tech Eng, Local 21, 039 - Stationary Engineers, Local 39

Labor Union Email Addresses: L21pscreview@ifpte21.org, cpark@local39.org

Union Review Sent On: 10/16/2025

Union Review End Date: 10/26/2025

Union Review Duration Met On: 10/26/2025

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: Oleg Korsunsky

ServiceNow Number: DHRPSC0005513

Version: 0.01

Version Type: New

Brief description of proposed work: Ongoing maintenance and upkeep of the Security System at Laguna Honda Hospital, manufactured by Johnson Controls. The system includes access control points, CCTV (closed circuit television) devices for security monitoring purposes, and various pieces of mechanical and electrical equipment throughout the hospital.

Review Type and Reason

CSC Review Required: Yes

CSC Review Reason(s):

- Requires CSC Approval by Amount

Amount

PSC Amount: \$4,000,000

Does contract include items other than services?: Yes

- Commodities & Equipment: \$4,000,000

Duration

Is PSC by Duration or Continuing: Duration

PSC Duration (Months): 60

Funding

Funding Source: City Funds

Special circumstances related to funding: No

Scope of Work

Clearly describe scope and detail the services to be performed: Provide ongoing maintenance and upkeep of the Security System at Laguna Honda Hospital, manufactured by Johnson Controls. The system includes access control points, CCTV devices for security monitoring purposes, and various pieces of mechanical and electrical equipment throughout the hospital. Services include comprehensive care and repair for Access Control Field Equipment, including card readers, access control system, locking hardware, power supplies, motion detectors, locking doors, airphone security intercommunications systems intercoms and switches,

access control head-end, panels, and power supplies, servers and software, security workstations and monitors, controller checks, door controllers, standby power supply batteries, controller expansion enclosures, hi-resolution CCTV cameras, exterior housing, integrated PTZ (pan, tilt, and zoom) domes, batteries, video servers and storage, video surveillance network switches, workstations, and monitors, power supplies, duress buttons, emergency call station equipment, and other hardware and software upgrades and repairs needed for various other security related items.

Why are these services required and what are the consequences of denial?: These services are core to the effective functioning of Laguna Honda Hospital, as the security system is essential to maintaining a safe and secure environment for patients, staff, and visitors. Without ongoing maintenance, repairs, and upgrades, the system could fail or degrade, leading to increased safety risks, unauthorized access, and delayed emergency responses, and ultimately compromise hospital operations and patient care.

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

Board and Commission Approvals

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

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

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

Justification

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

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

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

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

Q4a) What facilities or equipment does the City lack that contractor possesses?: The City lacks the replacement parts, system upgrades, and specialized tools needed to support Laguna Honda Hospital's security system.

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

Explain why: The department does not plan to acquire the necessary facilities or equipment because these are highly specialized parts and tools specific to the hospital's security system, which require specialized expertise that is not available in-house.

Additional information to support your request (Optional):

Union Notifications

Job Class(es): 1823 - Senior Administrative Analyst, 1042 - IS Engineer-Journey, 7262 - Maintenance Planner, 1041 - IS Engineer-Assistant, 1044 - IS Engineer-Principal, 1054 - IS Business Analyst-Principal, 1824 - Pr Administrative Analyst, 1043 - IS Engineer-Senior

Labor Unions: 021 - Prof & Tech Eng, Local 21, 039 - Stationary Engineers, Local 39

Labor Union Email Addresses: L21pscreview@ifpte21.org, cpark@local39.org

Union Review Sent On: 6/18/2025

Union Review End Date: 7/18/2025

Union Review Duration Met On: 7/18/2025

Personal Service Contract Summary (PSC Form 1)

PSC Basic Information

Submitting Department: MTA

Submitted By: Rob Malone

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

Project Manager: Rob Malone

ServiceNow Number: DHRPSC0005819

Version: 1.01

Version Type: Amendment

Legacy PSC #: 46036-21/22

Brief description of proposed work: Parking Garage Management for 21 Off-Street Parking Facilities

Reason for the Request for Amendment: To add four additional off-street parking facilities to the scope of the SFMTA's contracts with parking operators.

Review Type and Reason

CSC Review Required: Yes

CSC Review Reason(s):

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

Amount

Previously Approved Amount: \$387,000,000

Increase Amount: \$21,000,000

Why are you requesting the PSC amount to be increased?: To support adding an additional four parking facilities to the SFMTA's contracts with parking operators.

Total Amended Amount: \$408,000,000

Does contract include items other than services?: No

Duration

Is PSC by Duration or Continuing: Duration

Previously Approved Duration (months): 61

Duration Increase (months): 0

Total Amended Duration (months): 61

First Contract Start Date: 2/1/2023

PSC Duration End Date: 3/2/2028

Funding

Funding Source: City Funds

Special circumstances related to funding: No

Scope of Work

Post Union Notification

Are you making substantive changes to the scope of work last approved?: Yes

Clearly describe scope and detail the services to be performed: Provide separate professional parking garage operational services for 26 parking facilities organized into two groups as follows: Group A –11 Facilities (Ellis O'Farrell Garage, Fifth & Mission Garage, Kezar Lot, Mission Bartlett Garage, Moscone Center Garage, 7th & Harrison Lot, Zuckerberg SF General Hospital Garage, 16th & Hoff Garage, Union Square Garage, Triangle Lot, Seawall 321); Group B – 15 Facilities (Japan Center Garage, Civic Center Garage, Golden Gateway Garage, Lombard Garage, North Beach Garage, Performing Arts Garage, Pierce Garage, Polk Bush Garage, Portsmouth Square Garage, St. Mary's Square Garage, Sutter Stockton Garage, Vallejo Garage, Music Concourse Garage, Pier 30-32, Pier 70). Services include providing qualified and experienced parking personnel for parking operations, customer service, janitorial, maintenance and security. The Operator shall provide oversight of all aspects of administrative functions including, but not limited to, collection, reconciliation, and deposit of all parking and non-parking revenue; repair and maintenance of facilities and revenue control equipment; compliance with insurance and bond requirements; providing valet or valet-assist parking services, as needed, during special events.

Why are these services required and what are the consequences of denial?: These services are necessary to provide public parking and operational service at parking facilities in the most efficient and cost-effective manner possible. The results of a benchmarking survey of comparable California cities and throughout the nation conducted by San Francisco Municipal Transportation Agency (SFMTA) staff concluded that the typical business model is to contract out the day-to-day operations of city-owned, off-street parking facilities. Consequences of denial could include closing down all SFMTA-owned or operated facilities because there are no City and County of San Francisco (CCSF) job classifications that can assume parking operation duties. IN addition, denial of professional parking garage management will result in higher costs and therefore reduced net income to support services provided by the SFMTA.

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?: These are no CCSF job classifications that can assume parking operation duties.

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: SFMTA Board of Directors will be asked to approve amendments to two contracts: 2021-64/1 & 2021-64/2

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

Provide details related to contracts for which BOS approval will be required?: BOS will be asked to approve amendments to two contracts: 2021-64/1 & 2021-64/2

Justification

Has your response to Q1 changed?: No

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

No

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

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

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

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

Q5a) Are the services required on an as-needed, intermittent, or periodic basis?: Yes

Q5a1) Why are the services required on an as-needed, intermittent and periodic basis?: In response to changes in demand for use of parking facilities.

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

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

Expertise in parking facility operations and management.

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: The city has always contracted out for parking garage management. It is a specialized skill that can most efficiently be provided by private companies that specialize in parking facility operation and management.

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: Contractor will provide the services on an ongoing basis.

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: It was not previously done by the city.

Additional information to support your request (Optional):

Union Notifications

Have the Job Classes/Labor Unions changed?:

Job Class(es): 1652 - Accountant II, 1822 - Administrative Analyst

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: 10/20/2025

Post Union Notification

Union Review End Date: 10/30/2025
Union Review Duration Met On: 10/30/2025

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MUNICIPAL TRANSPORTATION AGENCY Dept. Code: MTAType of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 46036 - 21/22)Type of Approval: ☐ Expedited ☒ Regular (☐ Omit Posting)Type of Service: Parking Garage Management for 21 Off-Street Parking FacilitiesFunding Source: Garage RevenuesPSC Original Approved Amount: \$360,000,000PSC Original Approved Duration: 02/01/23 - 01/15/28 (4 years 49 wPSC Mod#1 Amount: \$27,000,000PSC Mod#1 Duration: no duration added

PSC Mod#2 Amount: _____

PSC Mod#2 Duration: _____

PSC Cumulative Amount Proposed: \$387,000,000PSC Cumulative Duration Proposed: 4 years 49 weeks**1. Description of Work****A. Scope of Work:**

Provide separate professional parking garage operational services for 21 parking facilities organized into two groups as follows: Group A - 9 Facilities (Ellis O'Farrell Garage, Fifth & Mission Garage, Kezar Lot, Mission Bartlett Garage, Moscone Center Garage, 7th & Harrison Lot, Zuckerberg SF General Hospital Garage, 16th & Hoff Garage, Union Square Garage); Group B - 12 Facilities (Japan Center Garage, Civic Center Garage, Golden Gateway Garage, Lombard Garage, North Beach Garage, Performing Arts Garage, Pierce Garage, Polk Bush Garage, Portsmouth Square Garage, St. Mary's Square Garage, Sutter Stockton Garage, Vallejo Garage). Services include providing qualified and experienced parking personnel for parking operations, customer service, janitorial, maintenance, and security. The Operator shall provide oversight of all aspects of administrative functions including, but not limited to, collection, reconciliation, and deposit of all parking and non-parking revenue; repair and maintenance of facilities and revenue control equipment; compliance with insurance and bond requirements;

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

These services are necessary to provide public parking and operational service at parking facilities in the most efficient and cost-effective manner possible. The results of a benchmarking survey of comparable California cities and throughout the nation conducted by the San Francisco Municipal Transportation Agency (SFMTA) staff concluded that the typical business model is to contract out the day-to-day operations of city-owned, off-street parking facilities. Consequences of denial could include closing down all SFMTA-owned or operated facilities since there are no CCSF job classifications that can assume parking operation duties. In addition, denial of professional parking garage management will result in higher costs and therefore reduced net income to support services provided by the SFMTA

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.

Yes 4033 11/12

D. Will the contract(s) be renewed? No

2. Union Notification: On 04/10/24, the Department notified the following employee organizations of this PSC/RFP request: all unions were notified

FOR DEPARTMENT OF HUMAN RESOURCES USEPSC# 46036 - 21/22

DHR Analysis/Recommendation:

07/01/2024

Commission Approval Required

Approved by Civil Service Commission

DHR Approved for 07/01/2024

07/01/2024

3. Description of Required Skills/Expertise**A. Specify required skills and/or expertise:**

The successful operation of each parking facility requires technical knowledge and experience in the use of automated pay stations; automated parking access and revenue control equipment and software; including such functions as information retrieval and report writing; managing parking operations staff working multiple shifts; maintenance of all facility equipment, including elevators, fire panels, and lighting; valet parking operations; cash handling, accounting, reconciliation, and financial reporting, including operations and capital improvement budgets; coordinating rate reviews; targeted marketing to increase volume and customer base; maintenance and

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:**

There is no applicable Civil Service Classification that can provide complete professional operational services as described for SFMTA- or City-owned parking facilities.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.

No. The SFMTA plans to contract out for the complete professional operational services of each parking facility, which is the most efficient, cost-effective, and successful approach to providing public parking at SFMTA-owned or operated facilities.

5. Additional Information (if "yes", attach explanation)

YES NO

- | | | |
|--|-------------------------------------|-------------------------------------|
| A. Will the contractor directly supervise City and County employee? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| B. Will the contractor train City and County employee? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Vendor will not provide any training to SFMTA staff, because such training | | |
| C. Are there legal mandates requiring the use of contractual services? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| D. Are there federal or state grant requirements regarding the use of contractual services? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| No | | |
| E. Has a board or commission determined that contracting is the most effective way to provide this service? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Yes, garage management has been continuo | | |
| F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Yes, same contractor | | |

☒ THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD
ON 04/10/24 BY:

Name: Amy NUQUE Phone: 415-646-2802 Email: amy.nuque@sfmta.com

Address: 1 South Van Ness, 6th Floor San Francisco, CA 94103

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MUNICIPAL TRANSPORTATION AGENCY -- MTA Dept. Code: MTAType of Request: ☒ Initial ☐ Modification of an existing PSC (PSC # _____)Type of Approval: ☐ Expedited ☒ Regular (☐ Omit Posting)Type of Service: Parking Garage Management for 21 Off-Street Parking FacilitiesFunding Source: Garage Revenues PSC Duration: 4 years 49 weeksPSC Amount: \$360,000,000 PSC Est. Start Date: 02/01/2023 PSC Est. End Date: 01/15/2028**1. Description of Work****A. Scope of Work:**

Provide separate professional parking garage operational services for 21 parking facilities organized into two groups as follows: Group A - 9 Facilities (Ellis O'Farrell Garage, Fifth & Mission Garage, Kezar Lot, Mission Bartlett Garage, Moscone Center Garage, 7th & Harrison Lot, Zuckerberg SF General Hospital Garage, 16th & Hoff Garage, Union Square Garage); Group B - 12 Facilities (Japan Center Garage, Civic Center Garage, Golden Gateway Garage, Lombard Garage, North Beach Garage, Performing Arts Garage, Pierce Garage, Polk Bush Garage, Portsmouth Square Garage, St. Mary's Square Garage, Sutter Stockton Garage, Vallejo Garage). Services include providing qualified and experienced parking personnel for parking operations, customer service, janitorial, maintenance, and security. The Operator shall provide oversight of all aspects of administrative functions including, but not limited to, collection, reconciliation, and deposit of all parking and non-parking revenue; repair and maintenance of facilities and revenue control equipment; compliance with insurance and bond requirements; providing valet or valet-assist parking services, as needed, during special events. The term is for just under five years, thereafter on a month-to-month basis, not to exceed 48 months. The amount of \$200 million represents the total operating expenses projected at all 21 garages over the nearly five-year period starting on February 1, 2023, and ending on January 15, 2028.

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

These services are necessary to provide public parking and operational service at parking facilities in the most efficient and cost-effective manner possible. The results of a benchmarking survey of comparable California cities and throughout the nation conducted by the San Francisco Municipal Transportation Agency (SFMTA) staff concluded that the typical business model is to contract out the day-to-day operations of city-owned, off-street parking facilities. Consequences of denial could include closing down all SFMTA-owned or operated facilities since there are no CCSF job classifications that can assume parking operation duties. In addition, denial of professional parking garage management will result in higher costs and therefore reduced net income to support services provided by the SFMTA.

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

The service is currently being provided by contracting out to professional parking operations firms. The most recent PSC approved is PSC No. 4033-11/12.

D. Will the contract(s) be renewed? No**2. Union Notification:** On 05/16/2022, the Department notified the following employee organizations of this PSC/RFP request: all unions were notified

FOR DEPARTMENT OF HUMAN RESOURCES USEPSC# 46036 - 21/22

DHR Analysis/Recommendation:

08/15/2022

Commission Approval Required

Approved by Civil Service Commission

DHR Approved for 08/15/2022

3. Description of Required Skills/Expertise**A. Specify required skills and/or expertise:**

The successful operation of each parking facility requires technical knowledge and experience in the use of automated pay stations; automated parking access and revenue control equipment and software; including such functions as information retrieval and report writing; managing parking operations staff working multiple shifts; maintenance of all facility equipment, including elevators, fire panels, and lighting; valet parking operations; cash handling, accounting, reconciliation, and financial reporting, including operations and capital improvement

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:**

There is no applicable Civil Service Classification that can provide complete professional operational services as described for SFMTA- or City-owned parking facilities.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.

No. The SFMTA plans to contract out for the complete professional operational services of each parking facility, which is the most efficient, cost-effective, and successful approach to providing public parking at SFMTA-owned or operated facilities.

5. Additional Information (if "yes", attach explanation)

YES NO

- | | | |
|--|--------------------------|-------------------------------------|
| A. Will the contractor directly supervise City and County employee? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| B. Will the contractor train City and County employee? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| No training of city staff is required. Operations of city-owned parking garage | | |
| C. Are there legal mandates requiring the use of contractual services? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| D. Are there federal or state grant requirements regarding the use of contractual services? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| E. Has a board or commission determined that contracting is the most effective way to provide this service? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

☒ THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD ON 07/15/2022 BY:

Name: Amy NUQUE Phone: 415-646-2802 Email: amy.nuque@sfmta.com

Address: 1 South Van Ness, 6th Floor San Francisco, CA 94103

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

Instructions:

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

Step 2: Complete the fields below.

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

Document Content:

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

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

Dept Acronym:	SFMTA
Dept Name:	HR-ELR
PSC Coordinator Name:	Amy Nuque
PSC Coordinator Email:	amy.nuque@sfmta.com
PSC ServiceNow Record Number:	DHRPS0005819

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 2021-64/1	2/1/2023	1/31/2032	\$ 180,000,000	40636 - 21/22	Parking garage operation and management.
SFMTA 2021-64/2	2/1/2023	1/31/2032	\$ 207,000,000	40636 - 21/22	Parking garage operation and management.