



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 2nd, 2024
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 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-22 (11/97)

CSC RECEIPT STAMP

Table of Contents
PSC Submissions

New

DHRPSC0004231 v 0.01	City Administrator	1
DHRPSC0004705 v 0.01	City Administrator	12
DHRPSC0004184 v 0.01	Public Health	16
DHRPSC0004690 v 0.01	Municipal Transportation Agency	25
DHRPSC0004683 v 0.01	Mayor	29
DHRPSC0004355 v 0.01	Public Utilities Commission	45
DHRPSC0004636 v 0.01	Public Utilities Commission	48
DHRPSC0004714 v 0.01	Status of Women	51

Amendment

DHRPSC0004583 v 1.01	Juvenile Probation	55
----------------------	--------------------	----

PSC Requests Scheduled for 12/2/2024

PSC	Department	Type of Approval	New Amount	Cumulative Amount	Description	New Duration	Cumulative Duration
DHRPSC0004231 v 0.01	ADM	New	\$6,700,000	\$6,700,000	Citywide landscaping services for City-owned properties.	60	60
DHRPSC0004705 v 0.01	ADM	New	\$15,000,000	\$15,000,000	Integrated Pest Management for Citywide Departments.	60	60
DHRPSC0004184 v 0.01	DPH	New	\$6,600,000	\$6,600,000	Sugary Drinks Distributor Tax (SDDT) Community Based Programs for Priority Populations	48	48
DHRPSC0004690 v 0.01	MTA	New	\$500,000	\$500,000	The San Francisco Municipal Transportation Agency (SFMTA) wishes to solicit formal proposals from interested and qualified proposers for a Video Computer Analytics System for Rail Passenger Vehicles (also called Rail Video-Based Safety System). The goal of the Rail Video-Based Safety System is to enhance overall safety on the SFMTA's Light Rail Vehicle (LRV) fleet. SFMTA is open to consider either a Software-as-a-Service (SaaS) or On-Premise solution. The scope includes the implementation of video technology on SFMTA's Light Rail Vehicles (LRV) to stream audio and video to allow SFMTA to respond to safety situations in the operation of the vehicle.	24	24
DHRPSC0004683 v 0.01	MYR	New	\$9,800,000	\$9,800,000	Over the next five years, the Mayor's Office of Housing and Community Development or its property management agent, would like to repair or replace failing systems. Depending on available funds, the Mayor's Office of Housing and Community Development or its property management agent and the property management's vendors would repair or replace failing systems over five years.	60	60

PSC Requests Scheduled for 12/2/2024

PSC	Department	Type of Approval	New Amount	Cumulative Amount	Description	New Duration	Cumulative Duration
DHRPSC0004355 v 0.01	PUC	New	\$2,000,000	\$2,000,000	PRO-0313 Marketing Services	60	60
DHRPSC0004636 v 0.01	PUC	New	\$600,000	\$600,000	PRO-0320 As-Needed Contractor Eng Outrch Admin Sppt Small Bus	48	48
DHRPSC0004714 v 0.01	WOM	New	\$2,500,000	\$2,500,000	As-needed event planning and production services.	36	36
DHRPSC0004583 v 1.01	JUV	Amendment	\$1,800,000	\$2,700,000	Intensive Services Foster Care (ISFC) placements and case management services for youth ordered to out-of- home placement (pre and post adjudication) by the SF Juvenile Court.	21	59
Total			\$45,500,000	\$46,400,000			

Personal Service Contract Summary (PSC Form 1)

PSC Basic Information

Submitting Department: ADM

Submitted By: Victoria Falcon

Department Coordinator: Lynn Khaw,
lynn.khaw@sfgov.org

Project Manager: Victoria Falcon

ServiceNow Number: DHRPSC0004231

Version: 0.01

Version Type: New

Brief description of proposed work: Citywide landscaping services for City-owned properties.

Review Type and Reason

CSC Review Required: Yes

CSC Review Reason(s):

- Requires CSC Approval by Amount

Amount

PSC Amount: \$6,700,000

Does contract include items other than services?: No

Duration

Is PSC by Duration or Continuing: Duration

PSC Duration (Months): 60

Funding

Funding Source: City Funds

Special circumstances related to funding: No

Scope of Work

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

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

Has your department contracted out these services in the last three years?: 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?: Civil Service classes are applicable, however, previously the Bureau of Urban Forestry (BUF) did not have the capacity to provide the staff required to perform the landscaping services for the Real Estate Division (RED) on an as-needed, intermittent basis. While the City does have classifications that can perform the maintenance of living roofs, the City currently does not have the available resources and/or bandwidth to perform these services.

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?:

Landscaping Services are an as-needed service, and there is no clearly defined set amount of work. The frequency of this service depends on a myriad of factors, like budgetary constraints

and environmental conditions of various properties within the City's portfolio. For instance, a department may have a large, one-time urgent request to prune overgrown shrubbery on a City property, and having access to a contract or contracts that enable a quick response time is beneficial to the City.

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

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

Contractor(s) are required to have experience in landscaping services like tree pruning, planting of indigenous and non-indigenous plant species, fertilizing of plants, mowing areas of various sizes, maintaining previously installed irrigation systems, and performing horticultural pest and disease control. Contractor(s) are required to have the following certifications: D-49 Tree Service Licenses and C-27 Landscaping Contractor Licenses. Contractors must also have knowledge of plantings and maintenance appropriate for living roofs, and familiarity with roof membrane and cistern systems.

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

Q5c1) Identify the classifications: 3408 - Apprentice Arborist Tech I, 3434 - Arborist Technician, 3425 - Senior Integrated Pest Mgmt Sp, 3424 - Integrated Pest Mgmt Specialist, 3417 - Gardener, 3438 - Arborist Technician Supv II, 3410 - Apprentice Gardener, 3436 - Arborist Technician Supervisor, 3409 - Apprntice Arborist Technicn II

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

Q5c3) Why are they not able to perform the services?: The required services are as-needed and services may be required more or less frequently. While there are City workers in these classifications, there is not a consistent capacity to service the miscellaneous needs of various departments.

Q5d) Will contractor directly supervise City employees?: No

Q5e) Will contractor train City employees?: No

Q5e1) Explain why training of City employees is not required: City employees will not be trained because there is no transfer of knowledge component in this contract.

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

Q5f1) Explain why the work will not be transitioned back to the City: There is no plan to transition this work back to the City because of the as-needed nature of the landscaping services. The Bureau of Urban Forestry (BUF) does perform similar work, but this division does not have the capacity to service the miscellaneous needs of various departments. While the City does have classifications that can perform the maintenance of living roofs, the City currently does not have the available resources and/or bandwidth to perform these services.

Additional information to support your request (Optional):

Union Notifications

Job Class(es): 3408 - Apprentice Arborist Tech I, 3434 - Arborist Technician, 3425 - Senior Integrated Pest Mgmt Sp, 3424 - Integrated Pest Mgmt Specialist, 3417 - Gardener, 3438 - Arborist Technician Supv II, 3410 - Apprentice Gardener, 3436 - Arborist Technician Supervisor, 3409 - Apprntice Arborist Technicn II

Labor Unions: 261 - Laborers Int, Local 261

Labor Union Email Addresses: laborers261@gmail.com

Union Review Sent On: 10/16/2024

Union Review End Date: 11/15/2024

Union Review Duration Met On:

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.

Dept Acronym:	ADM
Dept Name:	City Administrator - Office of Contract Administration
PSC Coordinator Name:	Lynn Khaw
PSC Coordinator Email:	lynn.khaw@sfgov.org
PSC ServiceNow Record Number:	DHRPSC0004231 V1.0

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
1000012337	11/1/2018	10/31/2021	\$ 285,000	DHRPSC0001620 V1.0	Contractor will provide the Department of Real Estate with complete "Green Rooftop" landscaping services at three City buildings. The department is seeking a one-stop shop that will provide the landscaping, all necessary maintenance and services to provide all three buildings with attractive green rooftops. The services will include pruning, weeding, watering, and inspection of watering equipment to ensure proper irrigation schedule.

Khaw, Lynn (ADM)

From: Theresa Foglio-Ramirez <laborers261@gmail.com>
Sent: Friday, November 1, 2024 9:10 AM
To: Khaw, Lynn (ADM)
Cc: Falcon, Victoria (ADM); Lo, Stacey (ADM)
Subject: Re: Corrected the PSC & Request to Waive New 30-Day Notification; RE: ADM [DHRPSC0004231] submitted for Union Review

Yes, please proceed.

On Fri, Nov 1, 2024 at 8:10 AM Khaw, Lynn (ADM) <lynn.khaw@sfgov.org> wrote:

Good Morning Theresa,

I am following up on my request below. Can I schedule this PSC for December 2, 2024, if you have no other concerns?

Thanks,

Lynn

From: Khaw, Lynn (ADM) <lynn.khaw@sfgov.org>
Sent: Friday, October 25, 2024 11:58 AM
To: Theresa Foglio-Ramirez <laborers261@gmail.com>
Cc: Falcon, Victoria (ADM) <Victoria.Falcon@sfgov.org>; Lo, Stacey (ADM) <Stacey.Lo@sfgov.org>
Subject: Re: Corrected the PSC & Request to Waive New 30-Day Notification; RE: ADM [DHRPSC0004231] submitted for Union Review

Hi Theresa,

I would like to follow up on any other concerns regarding this PSC. If there are none, I would like to schedule it for the CSC meeting on December 2, 2024.

Thank you,

Lynn

From: Khaw, Lynn (ADM)
Sent: Wednesday, October 16, 2024 1:55 PM
To: Theresa Foglio-Ramirez <laborers261@gmail.com>
Cc: DT Service Now (TIS) <ccsfdt@service-now.com>; Falcon, Victoria (ADM) <Victoria.Falcon@sfgov.org>; Lo, Stacey (ADM) <Stacey.Lo@sfgov.org>
Subject: Corrected the PSC & Request to Waive New 30-Day Notification; RE: ADM [DHRPSC0004231] submitted for Union Review

Hi Theresa,

I have made amendments to the PSC language; please see the attached revised document. Changes have been made in the following sections:

1. Scope of Work: Why have you not hired City employees to perform these services?
2. Q5f1: Please explain why the work will not be transitioned back to the City.

The new PSC system has reset the union notification period to another 30 days. If you have no further inquiries or issues with this PSC, could you please waive the 30-day notification? This would allow us to proceed with the meeting with CSC on December 2, 2024, as originally planned.

Thank you for your consideration.

Regards,

Lynn

From: Theresa Foglio-Ramirez <laborers261@gmail.com>
Sent: Wednesday, October 16, 2024 9:59 AM
To: Khaw, Lynn (ADM) <lynn.khaw@sfgov.org>
Cc: DT Service Now (TIS) <ccsfdt@service-now.com>; Falcon, Victoria (ADM) <victoria.falcon@sfgov.org>; Lo, Stacey

(ADM) <stacey.lo@sfgov.org>

Subject: Re: ADM [DHRPSC0004231] submitted for Union Review

Hi Lynn,

That would be great! Thank you.

On Fri, Oct 11, 2024 at 5:24 PM Khaw, Lynn (ADM) <lynn.khaw@sfgov.org> wrote:

Hello Theresa,

Sorry for my delayed response. I also want to express my sincere apologies for the misstatement on our [PSC #DHRPSC0004231](#).

We would like to revise the language on the PSC as follows:

Current Language: “In terms of living roof maintenance, the City does not have classifications with the expertise and experience in the installation and/or maintenance of living roofs.”

Revised Language: “**While the City does have classifications that can perform the maintenance of living roofs, the City currently does not have the available resources and/or bandwidth to perform these services.**”

Please let me know if this addresses the issue. If not, we are happy to meet with you next week.

Sincerely,

Lynn

Lynn Khaw, CPPO, CPPB, C.P.M.

Office of Contract Administration

City & County of San Francisco

(628) 652-1623 | lynn.khaw@sfgov.org

Working Remotely: Mon, Tues, and Wed

This e-mail message, including any attachments, is for the sole use of the intended recipient(s) and may contain confidential and privileged information. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient, please contact the sender by reply e-mail and destroy all copies of the original message.

[Sign up](#) for OCA Updates! | Visit us at sf.gov/oqa

From: Theresa Foglio-Ramirez <laborers261@gmail.com>
Sent: Sunday, October 6, 2024 10:12 AM
To: DT Service Now (TIS) <ccsfdt@service-now.com>
Cc: Khaw, Lynn (ADM) <lynn.khaw@sfgov.org>; Falcon, Victoria (ADM) <victoria.falcon@sfgov.org>
Subject: Re: ADM [DHRPSC0004231] submitted for Union Review

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

Greetings,

The Union would like to meet and discuss, as we believe this statement to be inaccurate: " In terms of living roof maintenance, the City does not

have classifications with the expertise and experience in the installation and/or maintenance of living roofs."

On Fri, Oct 4, 2024 at 5:40 PM CCSF IT Service Desk <ccsfdt@service-now.com> wrote:

Hello **261 - Laborers Int, Local 261** union representatives,

ADM is requesting your review of PSC [DHRPSC0004231]. 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 2024-11-03.**

PSC Summary

=====

Record Number: DHRPSC0004231 v 0.01

Description of Proposed Work: Citywide landscaping services for City-owned properties.

Request Type: New

Approval Type: CSC Approval

CSC Review Reason(s):

✔ CSC Approval by Amount

Submitting Department: ADM

Dept PSC Coordinator: Lynn Khaw

Dept PSC Coordinator Email: lynn.khaw@sfgov.org

Dept PSC Coordinator Phone: +1 (628) 652-1623

PSC Amount: \$6,700,000.00

PSC Duration (months): 60

Funding Source(s): City Funds

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

PSC Justification(s)

=====

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

Ref:TIS5359342_S8vAgnBv2igG5Lxq5gzh

--

Team Work Makes The Dream Work!

Theresa Foglio-Ramirez

Public Sector Business Agent

LiUNA!, Local 261

3271 18th Street

San Francisco, CA 94110

(415) 823-7566 cell

(415) 826-4550 office

(415) 826-1948 fax

<http://twitter.com/theresafoglio>

--

Team Work Makes The Dream Work!

Theresa Foglio-Ramirez

Public Sector Business Agent

LiUNA!, Local 261

3271 18th Street

San Francisco, CA 94110

(415) 823-7566 cell

(415) 826-4550 office

(415) 826-1948 fax

<http://twitter.com/theresafoglio>

--

Team Work Makes The Dream Work!

Theresa Foglio-Ramirez

Public Sector Business Agent

LiUNA!, Local 261

3271 18th Street

San Francisco, CA 94110

(415) 823-7566 cell

(415) 826-4550 office

(415) 826-1948 fax

<http://twitter.com/theresafoglio>

Personal Service Contract Summary (PSC Form 1)

PSC Basic Information

Submitting Department: ADM

Submitted By: Gloria Yuen

Department Coordinator: Lynn Khaw,
lynn.khaw@sfgov.org

Project Manager: Gloria Yuen

ServiceNow Number: DHRPSC0004705

Version: 0.01

Version Type: New

Brief description of proposed work: Integrated Pest Management for Citywide Departments.

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: City Funds

Special circumstances related to funding: No

Scope of Work

Clearly describe scope and detail the services to be performed: The contractor will provide a comprehensive structural Integrated Pest Management (IPM) program to be implemented Citywide at various City facilities in order to achieve long-term, cost-effective, and environmentally sound pest control. The IPM services will employ a mix of biological, mechanical/physical, educational, and least-toxic chemical strategies and tactics to control pests on City property. The contractor will utilize mechanical, physical, and chemical controls; monitor pest populations; keep records/logs of infestations; comply with the San Francisco IPM ordinance; and control mosquito and rat populations on City streets and in sewers.

Why are these services required and what are the consequences of denial?: The City needs

as-needed integrated pest management services in order to control pests in an efficient, cost-effective, and environmentally sound manner. The denial of these services would lead to increased pest numbers that will certainly cause damage and nuisance to City property, and create risks to public health and safety such as West Nile virus, various rat-borne diseases, and contamination of food by cockroaches.

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?: Civil Service positions do not provide the specialized range of pest control services that are needed for this work. In addition, the work will be done on an as-needed basis by a variety of the Contractor's employees such as specialists in rats, mosquitoes or other different pests. It would not be practical to adopt civil service classes with these different specialties and licensing required.

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?: Charter Section 9.118(b) requires Board of Supervisors' approval by Resolution of any contract which, when entered into, extends over 10 years, and of any contract which, when entered into, costs the City \$10,000,000 or more.

Justification

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

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

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

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

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

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

Q5a1) Why are the services required on an as-needed, intermittent and periodic basis?: The services offered under this PSC will not require to be performed every day because the planning phase won't require daily visits. After that, the contractor applies treatments/solutions which may take a few days in order to be effective. In some cases, it may take a couple of visits to resolve the pest issue, whereas other cases may require periodic trips to treat.

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

Q5b1) Describe the specialized skills and expertise required to perform the services: All onsite supervisors must have field representative licenses by passing the California Field Representative Examination.

At least one onsite staff member must have California Department of Pesticide Regulation Health Related Pest Control (Category K) Certification.

At least one onsite staff member must have a valid California Department of Fish and Wildlife Trapping License.

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

Q5c1) Identify the classifications: 3425 - Senior Integrated Pest Mgmt Sp, 3424 - Integrated Pest Mgmt Specialist

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

Q5c3) Why are they not able to perform the services?: These services are needed Citywide, but not every City department has these classifications to perform the services. They are required on an as needed and intermittent basis.

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 contractor will not train City employees.

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: These services are needed Citywide, but are required on an as-needed, intermittent and periodic basis.

Additional information to support your request (Optional):

Union Notifications

Job Class(es): 3425 - Senior Integrated Pest Mgmt Sp, 3424 - Integrated Pest Mgmt Specialist

Labor Unions: 261 - Laborers Int, Local 261

Labor Union Email Addresses: laborers261@gmail.com

Union Review Sent On: 10/9/2024

Union Review End Date: 11/8/2024

Union Review Duration Met On: 11/8/2024

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.

Dept Acronym:	OCA
Dept Name:	ADM - Office of Contract Administration
PSC Coordinator Name:	Lynn Khaw
PSC Coordinator Email:	lynn.khaw@sfgov.org
PSC ServiceNow Record Number:	DHRPSC0004705

PS Contract ID	Contract Start Date	Contract End Date	Contract Not to Exceed Amount	PSC ServiceNow Record Number (if PSC approval was	Brief Description of Services Rendered
1000022888	10/1/2021	12/31/2024	\$ 9,950,000	DHRPSC0001827	Integrated Pest Management (IPM)

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: Christina Goette

ServiceNow Number: DHRPSC0004184

Version: 0.01

Version Type: New

Brief description of proposed work: Sugary Drinks Distributor Tax (SDDT) Community Based Programs for Priority Populations

Review Type and Reason

CSC Review Required: Yes

CSC Review Reason(s):

- Requires CSC Approval by Amount

Amount

PSC Amount: \$6,600,000

Does contract include items other than services?: No

Duration

Is PSC by Duration or Continuing: Duration

PSC Duration (Months): 48

Funding

Funding Source: City Funds, Federal Funds

Special circumstances related to funding: Yes

Explain the special circumstances: The Department has followed the recommendations of the Sugary Drinks Distributor Tax Advisory Committee (SDDTAC) and this funding should be designated to community based organizations.

Scope of Work

Clearly describe scope and detail the services to be performed: Community based agencies will provide Sugary Drinks Distributor Tax (SDDT) Community-Based Programs services. These services will be interventions that make Policy/Systems/Environmental (PSE) changes to prevent and mitigate diet-sensitive chronic diseases in priority populations. Services will include:

- a) Recruitment, training, and engagement of community members and leaders.
- b) Community members and leaders will conduct research and analysis of healthy eating/active

living priorities that impact their communities.

c) Community members and leaders will then develop and implement PSE change strategies to create lasting sustainable change.

Priority Populations are Black/African Americans, Latinx, Native Hawaiians/Pacific Islanders, Native Americans/American Indians, and Asians/Asian Americans.

Why are these services required and what are the consequences of denial?: The purpose of these services is to engage and educate community members from the priority populations to identify and work toward the adoption and implementation of PSE level change that will result in environments that support healthier eating and physical activity opportunities. Consequences of denial include an increase in health disparities and a decline in health and physical activity outcomes for the priority populations.

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?: 5

Why have you not hired City employees to perform the services?: The Department has followed the recommendations of the Sugary Drinks Distributor Tax Advisory Committee and designated this funding for a community based grants program, reflecting a clear recognition of the pivotal role these organizations play in chronic disease prevention efforts.

Board and Commission Approvals

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

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

Justification

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

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

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

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

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

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

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

Q5b1) Describe the specialized skills and expertise required to perform the services: The SDDT funding is allocated for a community based grants program because it necessitates a specialized skill set that community-based organizations and current community members with

lived experiences uniquely possess. These individuals bring invaluable qualities such as trustbuilding, cultural understanding, and subject matter expertise that are crucial for establishing meaningful connections within the community. Their insights offer a vital cultural lens through which the city can better understand and address the diverse needs and values of our communities. Embracing and learning from these perspectives not only enhances program effectiveness but also fosters a deeper sense of collaboration and inclusivity in our initiatives.

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

Q5c1) Identify the classifications: 2820 - Senior Health Program Planner, 2591 - Health Program Coordinator 2

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

Q5c3) Why are they not able to perform the services?: The SDDT funding is allocated for a community based grants program because it necessitates a specialized skill set that communitybased

organizations and current community members with lived experiences uniquely possess. These individuals bring invaluable qualities such as trust-building, cultural understanding, and subject matter expertise that are crucial for establishing meaningful connections within the community. Their insights offer a vital cultural lens through which the city can better understand and address the diverse needs and values of our communities. Embracing and learning from these perspectives not only enhances program effectiveness but also fosters a deeper sense of collaboration and inclusivity in our initiatives.

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: There will be no training, but there will be knowledge transfer to the department's Community Health Equity and Promotion branch to implement policies that will prevent and mitigate diet-sensitive chronic diseases in priority populations.

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 services being requested require specific knowledge and skill sets from the community members that live the daily experience of being targeted by the sugary drink industry. Additionally, the funding for these contracts is explicitly designated for a community-based grants program.

Additional information to support your request (Optional):

Union Notifications

Job Class(es): 2820 - Senior Health Program Planner, 2591 - Health Program Coordinator 2

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

Labor Union Email Addresses: L21pscreview@ifpte21.org, SF-DHR-Info@seiu1021.org

Union Review Sent On: 7/12/2024

Union Review End Date: 9/10/2024

Union Review Duration Met On: 9/10/2024

DATE: October 31, 2024

TO: Suzanne Choi, Citywide PSC Coordinator, DHR

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

RE: Request for Calendaring at December 2, 2024 Civil Service Commission Meeting:
DHRPSC0004184 Sugary Drinks Distributor Tax

This is to respectfully request that the above PSC be included in the agenda for the Civil Service Commission meeting on December 2, 2024. Below is a summary of the Department's ongoing communications with SEIU Local 1021 regarding this PSC.

<u>PSC</u>	<u>Union Notification</u> <u>End Date</u>	<u>Summary</u>
DHRPSC0004184 Sugary Drinks Distributor Tax	9/10/2024	SEIU Local 1021 objected to the PSC on July 17, 2024. DPH held meetings with SEIU on September 23, 2024 and October 15, 2024. A third meeting is in process of being scheduled to continue discussions around this PSC.

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

cc: Kelly Hiramoto, Interim Director of Contracts, SFDPH

Dept Acronym:	DPH
Dept Name:	Department of Public Health
PSC Coordinator Name:	Reanna Albert
PSC Coordinator Email:	reanna.albert@sfdph.org
PSC ServiceNow Record Number:	DHRPSC0004184

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
1000017769	7/1/2020	6/30/2025	\$ 1,640,802		Healthy communities: education, programs, or services and healthy communities, and Healthy Communities: policy/systems/environmental changes
1000018430	7/1/2020	6/30/2025	\$ 1,910,845		Healthy communities: education, programs, or services and healthy communities, and Healthy Communities: policy/systems/environmental changes
1000017771	7/1/2020	6/30/2025	\$ 1,487,000		Healthy communities: education, programs, or services and healthy communities, and Healthy Communities: policy/systems/environmental changes
1000018155	7/1/2020	6/30/2023	\$ 1,146,411		Healthy communities: education, programs, or services and healthy communities, and Healthy Communities: policy/systems/environmental changes
1000018303	7/1/2020	6/30/2023	\$ 539,952		Healthy communities: education, programs, or services and healthy communities, and Healthy Communities: policy/systems/environmental changes

NAME: Carlos Gabriel	
POSITION TITLE: SEIU 1021 Representative	
ORGANIZATION: SEIU 1021	PHONE NO.:
	EMAIL: carlos.gabriel@seiu1021.org
NAME: Christina Goette	
POSITION TITLE: Acting Deputy Director, Community Wellness Program Manager, Healthy Eating Active Living Prevention Programs Community Health Equity and Promotion	PHONE NO:
ORGANIZATION: DPH	EMAIL: christina.goette@sfdph.org
NAME: Lucinda Huang	
POSITION TITLE: Supervisor, Pre-Award Unit	PHONE NO.:
ORGANIZATION: DPH Business Office	EMAIL: lucinda.huang@sfdph.org
NAME: Reanna Albert	
POSITION TITLE: PSC Coordinator	PHONE NO.:
ORGANIZATION: DPH Business Office	EMAIL. reanna.albert@fdph.org
NAME:	
POSITION TITLE:	PHONE NO.:
ORGANIZATION:	EMAIL
NAME:	
POSITION TITLE:	PHONE NO.:
ORGANIZATION:	EMAIL

NOTES:

Q: Is there potential to bring this work back to civil service?

A: This is soda tax funding which must go back to the community, particularly targeting low-income communities and communities of color. The Advisory Committee overseeing this funding is adamant that the funding go back to the community and has made recommendations that 50% of funds go to the community. The goal of the funding is to make systemic changes and improve policies rather than provide direct services. For example, the organizations did a lot of deep research with the community and found that certain communities don't trust the water supply here. The organizations will waive the cost to have water tested in homes in these areas.

Q: How does SEIU convince our members that this money is being used equitably, for example with regards to race?

A: These services follow the requests made by the Advisory Committee and the voters of San Francisco. There is a strong commitment to ensure that the money goes back to the communities that need it most, including Latinx, Black, and Asian communities. These are the groups that advocated for this tax.

Q: How can SEIU witness what's happening at these nonprofits and/or hear what's happening at these nonprofits? For example, through surveys or site visits?

A: There are annual reports available that we will share with the union.

Q: Carlos Gabriel expressed interest in how he and others can witness the work happening at these non-profits. He wants to know if both surveys and site visits are possible.

A: Site visits aren't possible but there are annual reports available.

Q: SEIU would like to see performance data for the contractor.

A: Sent to SEIU on 10/8/24.

Q: What is the vacancy rate for 2820 Senior Health Program Planner?

A: The current vacancy rate is 38.46% (5 vacant, 13 total positions).

Q: SEIU would like to see any presentations by a non-profit.

A: Sent to SEIU on 10/8/24.

Next Steps:

-Second meeting scheduled for 10/15/24

As noted by:

Reanna Albert
PSC Coordinator

SEIU/DPH Meeting

PSC 4184

Sugary Drinks Distributor Tax

October 15, 2024, 2:30pm - 2:40pm

NAME: Carlos Gabriel	
POSITION TITLE: SEIU 1021 Representative	
ORGANIZATION: SEIU 1021	PHONE NO.:
	EMAIL: carlos.gabriel@seiu1021.org
NAME: Christina Goette	
POSITION TITLE: Acting Deputy Director, Community Wellness Program Manager, Healthy Eating Active Living Prevention Programs Community Health Equity and Promotion	PHONE NO:
ORGANIZATION: DPH	EMAIL: christina.goette@sfdph.org
NAME: Reanna Albert	
POSITION TITLE: PSC Coordinator	PHONE NO.:
ORGANIZATION: DPH Business Office	EMAIL: reanna.albert@sfdph.org
NAME:	
POSITION TITLE:	PHONE NO.:
ORGANIZATION:	EMAIL.
NAME:	
POSITION TITLE:	PHONE NO.:
ORGANIZATION:	EMAIL
NAME:	
POSITION TITLE:	PHONE NO.:
ORGANIZATION:	EMAIL

NOTES:

- Union provided clarity that they want to see a presentation from DPH: union would like to see a snapshot of the work that each CBO does.
- DPH to give a presentation on this at the next meeting on 10/17.

As noted by:

Reanna Albert
PSC Coordinator

Personal Service Contract Summary (PSC Form 1)

PSC Basic Information

Submitting Department: MTA

Submitted By: Jiayi Zhou

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

Project Manager: Sohail Warsi

ServiceNow Number: DHRPSC0004690

Version: 0.01

Version Type: New

Brief description of proposed work: The San Francisco Municipal Transportation Agency (SFMTA) wishes to solicit formal proposals from interested and qualified proposers for a Video Computer Analytics System for Rail Passenger Vehicles (also called Rail Video-Based Safety System). The goal of the Rail Video-Based Safety System is to enhance overall safety on the SFMTA's Light Rail Vehicle (LRV) fleet. SFMTA is open to consider either a Software-as-a-Service (SaaS) or On-Premise solution. The scope includes the implementation of video technology on SFMTA's Light Rail Vehicles (LRV) to stream audio and video to allow SFMTA to respond to safety situations in the operation of the vehicle.

Review Type and Reason

CSC Review Required: Yes

CSC Review Reason(s):

- Requires CSC Approval by Amount

Amount

PSC Amount: \$500,000

Does contract include items other than services?: Yes

- Commodities & Equipment: \$1,000,000

Duration

Is PSC by Duration or Continuing: Duration

PSC Duration (Months): 24

Funding

Funding Source: City Funds

Special circumstances related to funding: No

Scope of Work

Clearly describe scope and detail the services to be performed: The San Francisco Municipal Transportation Agency (SFMTA) wishes to solicit formal proposals from interested and qualified proposers for a Video Computer Analytics System for Rail Passenger Vehicles (also called Rail

Video-Based Safety System). The goal of the Rail Video-Based Safety System is to enhance overall safety on the SFMTA's Light Rail Vehicle (LRV) fleet. SFMTA is open to consider either a Software-as-a-Service (SaaS) or On-Premise solution. The scope includes the implementation of video technology on SFMTA's Light Rail Vehicles (LRV) to stream audio and video to allow SFMTA to respond to safety situations in the operation of the vehicle.

SFMTA's internal stakeholders for this process include Transit, System Safety, Maintenance, and Technology Services & Integration teams.

Contractor shall provide all hardware, software, licenses, implementation, post go-live support and training on its Video Computer Analytics System for SFMTA's existing and future Siemens LRV4 passenger vehicle fleet. SFMTA anticipates that all vehicles will be delivered by December 2025, which is subject to change. Contractor shall be responsible for installation on all 219 vehicles (LRVs).

For each LRV4 vehicle, Contractor shall provide connection to the power source, perform installation and configuration of wires/cables (power/network cables), installation of brackets, provisioning of the hardware (such as DVR and Cameras). In addition, Contractor shall be responsible for the proposed approach for installation, schematic drawings of the wire/cable runs, troubleshooting guides for hardware and successful continuity test results of the power wire/cables.

SFMTA reserves the right to provide oversight for any installation work performed by Contractor. SFMTA shall determine if design provided by the Contractor is accurate, approve method for installation and repeatability of process, provide oversight/Quality Assurance (QA) of implementation phases, approve success of during all phases of implementation and ensure all mounting/calibrations/wirings are accurate before the LRV4s are released for operation. SFMTA also reserves the right to perform the installation work on vehicles (LRV4s) that are no longer under Siemens' warranty.

All installed Hardware and associated Software shall have a minimum of 5-year Warranty from the successful completion of the User Acceptance Test (UAT). During the Warranty period, Contractor shall be responsible for maintaining and upkeep of all Hardware and Software without any additional cost to the Agency.

Why are these services required and what are the consequences of denial?: The SFMTA is constantly reviewing its systems to ensure the safety of both its passengers and staff and has identified the need for the ability to mitigate and respond to safety enhancements on its Light Rail Vehicle (LRV) system.

Denial of this product and provided services could detrimentally impact the liability of the SFMTA and the CCSF in that the underlying technology makes available a management tool that readily identifies and assesses driver behaviors, both adverse and complimentary. The product also readily identifies other safety issues related to driver and public behaviors, roadway design and signage, passenger boarding issues, and personal security of drivers and the riding public. It could be construed by persons or entities that the SFMTA is aware of the availability of such an analytical tool but chooses to not use the same technology to enhance public transportation safety and security. This would be especially true when considered with the knowledge that the SFMTA has been using this sort of technology for more than a decade on its entire fleet of

rubber-tired revenue vehicles.

SFMTA Training Division would use the videos for remedial training, update training, and for developing training protocols.

From a fiscal/economic viewpoint, it would cost millions of dollars and thousands of man-hours to achieve the same benefits if using only the on-board surveillance camera system. To monitor operator behaviors, safety issues, and security concerns at the same level as does this proposed system, hundreds of additional full-time employees would need to be hired and trained. This would be not only exceptionally expensive, but also impractical if not impossible in even the current economic times.

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

Board and Commission Approvals

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

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

Justification

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

No

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

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

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

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

Q5a) Explain the Temporary basis of the services: Services needed to address a transitional or short-term situation

Q5b) Why do you believe this to be a transitional or short-term situation?: SFMTA currently does not have a solution and will need to bring in a vendor primarily to install hardware and software solutions on the LRV4 fleet.

Q5c) How will you ensure the services aren't needed once this PSC request has ended?:

SFMTA staff will be trained by the vendor on specific hardware and software solutions (SaaS or on-premise) for the future operations of the system, as well as proprietary support methods.

Q5d) Describe the required skills and expertise needed to perform the services: The required skills and expertise needed to perform the services include specialized knowledge on proprietary products in Video Computer Analytics Systems.

Q5e) Does the Department have employees with the required skills and expertise?: No

Q5f) not needed

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

Additional information to support your request (Optional):

Union Notifications

Job Class(es): 9163 - Transit Operator, 9139 - Transit Supervisor, 9136 - Transit Training Specialist, 9520 - Trans Safety Specialist

Labor Unions: 253 - TWU, Local 250-A, TransitOpr, 200 - TWU Local 200

Labor Union Email Addresses: president@twusf.org, pwilson@twusf.org, mdennis@twusf.org, local200twu@sbcglobal.net, nichelle.flentroy@sfcityatty.org, local200twu@sbcglobal.net, rmarenco@twusf.org

Union Review Sent On: 9/30/2024

Union Review End Date: 10/30/2024

Union Review Duration Met On: 10/30/2024

Personal Service Contract Summary (PSC Form 1)

PSC Basic Information

Submitting Department: MYR

Submitted By: Karen Henderson

Department Coordinator: Karen Henderson,
karen.henderson@sfgov.org

Project Manager: Cindy Heavens

ServiceNow Number: DHRPSC0004683

Version: 0.01

Version Type: New

Brief description of proposed work: Over the next five years, the Mayor's Office of Housing and Community Development or its property management agent, would like to repair or replace failing systems. Depending on available funds, the Mayor's Office of Housing and Community Development or its property management agent and the property management's vendors would repair or replace failing systems over five years.

Review Type and Reason

CSC Review Required: Yes

CSC Review Reason(s):

- Requires CSC Approval by Amount

Amount

PSC Amount: \$9,800,000

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: Midtown Park Apartments ("Midtown") is a 140-unit multifamily rental housing development in Western Addition owned by the City and County of San Francisco. Midtown was built in 1962 and contains 140 units in six (6) buildings. In 2014 or thereafter, one (1) unit was turned into a property management office and community room, which changed the residential units from 140 residential units to 139 residential units. There are laundry rooms in two buildings. Of the 139 units (140 units excluding the property management office and community room), 105-units are currently occupied. Since

Midtown's initial construction, no major renovation has occurred, and major systems are failing. Some key health and safety items are in violation of the current code. Because of lack of adequate fire safety, buildings are becoming difficult to insure. Failure of one system could be catastrophic with death, injury and/or large displacement. Extremely low rents of existing tenants cause an annual operations gap, and this operations gap is filled by Mayor's Office of Housing and Community Development ("MOHCD").

Over the next five years, the Mayor's Office of Housing and Community Development or its property management agent, would like to repair or replace failing systems. Depending on available funds, Mayor's Office of Housing and Community Development or its property management agent and the property management's vendors would repair or replace failing systems over five years.

All six (6) building will undergo repairs or replacement the following systems:

- Fire Alarm
- Fire Sprinklers
- Heaters/Hot Water
- Structural upgrades
- Roof
- Windows
- Balcony
- Paint of exterior and interior units

In addition to the above and if Mayor's Office of Housing and Community Development has funds, a proposal to add a laundry room at one building and another between 2 buildings could occur.

The City and County of San Francisco working through the Mayor's Office of Housing and Community Development has three goals it hopes to achieve with the repair and replacement plan for Midtown. The goals are (1) bring Midtown to code and mitigate risk from health and safety issues; (2) rent vacant units after repairs at or near market rates to eliminate ongoing City and County of San Francisco operating subsidy through the Mayor's Office of Housing and Community Development to Midtown, and (3) discourage, through lease enforcement, new tenants from installing and using in-unit washers and dryers.

Mayor's Office of Housing and Community Development is requesting that any and all repair work be done by the property management company that the Mayor's Office of Housing and Community Development - MOHCD previously received Civil Service Commission ("CSC") approval in April 2021 (PSC Number 49538-20/21) for a property management contract, or the property management company's vendors and/or consultants, if needed. All proposed work is work that a property management agent could perform and has experience working with occupied residential tenants. Also, the ability to complete these repairs and other necessary repairs is critical to operate and maintain Midtown in manner consistent with state property management laws and reduce the City and County of San Francisco liability. The property

management company Mayor's Office of Housing and Community Development - MOHCD selected and working with the Mayor's Office of Housing and Community Development - MOHCD must have the ability to coordinate the appropriate vendors and consultants to assist with all necessary and required work that cannot be performed by the property managers maintenance staff, and all necessary and required work must be completed in a timely manner.

Why are these services required and what are the consequences of denial?: Midtown Park Apartments ("Midtown") requires property management services that includes the property management service provider's vendors and/or consultants that the Mayor's Office of Housing and Community Development ("MOHCD") is unable to provide. Also, Civil Service Commission ("CSC") approved MOHCD to enter a professional services contract ("PSC") for Midtown's property management services in April 2021 (PSC Number 49538-20/21). Midtown has dynamic maintenance needs. Midtown's property management PSC needs to include a third-party licensed construction manager, as a vendor of the property manager, and who can monitor for the emergency and deferred maintenance repairs when those repairs are required for the health and safety of Midtown and cannot be done by the Midtown property management company staff. This addition to the Midtown's property management PSC is needed to ensure that Midtown does not become blight to the surrounding community, and residents are clearly communicated with during any emergency repairs and deferred maintenance work. Also, completing the repairs within Mayor's Office of Housing and Community Development - MOHCD's available funds and in a timely manner is critical to the operations and maintenance of Midtown to remain consistent and in compliance with state property management laws.

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?: No

Board and Commission Approvals

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

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

Justification

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

No

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

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

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

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

Basis

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

Q5a1) Why are the services required on an as-needed, intermittent and periodic basis?: The selected property management agent/company will provide the staffing and expertise necessary to perform all functions related to property management, including maintenance, and security, and coordination with resident services to ensure stable operation of each of the properties over the term of the contract(s). Specifically for Midtown Park Apartments, the selected property management agent/company shall maintain a property management office on-site in order to manage and maintain the Midtown Park Apartments when services are needed.

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

Q5b1) Describe the specialized skills and expertise required to perform the services: As stated in the previously approved Civil Service Commission ("CSC") application for property management(PSC Number 49538-20/21), the selected property management agent/company must be qualified and licensed. All property management services are to be implemented and administered with industry best practices in accordance with local, state and federal law. The selected property management agent/company will provide the staffing and expertise necessary to perform all functions related to property management, including maintenance, and security, and coordination with resident services to ensure stable operation of each of the properties over the term of the contract(s). Specifically for Midtown Park Apartments, the selected property management agent/company shall maintain a property management office on-site in order to manage and maintain the Midtown Park Apartments units in accordance with: (a) the specific requirements of the contract(s) resulting from an RFP; and (b) current and future requirements of Federal program regulations, directives, and guidance applicable to the Housing Choice Voucher Program (HCV), including the Code of Federal Regulations (CFR), HUD Notices and other requirements issued by Housing Urban Development (HUD). The selected property management agent/company shall cure any and all program deficiencies and take all necessary and appropriate actions to meet specific and ongoing requirements and achieve stated performance standards.

Mayor's Office of Housing and Community Development would like to add to the professional services contract for Midtown. In addition, the selected Midtown property manager may use its staff and vendors, including architect, engineers, environmental consultants and licensed construction manager, to complete all deferred maintenance and required code compliance repairs in a timely manner consistent with MOHCD's budget and in compliance with all state property management laws. Any vendor, including architect, engineers, environmental consultants and licensed construction manager will have experience completing work with a project of similar size and scope, and will have completed at least two affordable rental housing projects in the last ten years, with at least one of those projects being an occupied rehabilitation and at least one of those projects serving low- to moderate income families

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

Q5c1) Identify the classifications: 5504 - Project Manager 2, 5502 - Project Manager 1

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: As an occupied residential property, Midtown Park Apartments' ("Midtown") emergency and deferred repairs are required by state law to be completed as quickly as possible especially if the repair poses a risk to health and safety of the residents. State law defines risk to health and safety of residents different from the City and County of San Francisco administrative code, and under state law all repairs must be done swiftly. Other City departments, including Mayor's Office of Housing and Community Development - MOHCD, have difficulty meeting swift completion schedules. Also, due to the changing nature of Mayor's Office of Housing and Community Development - MOHCD's financing, flexibility with the scope and volume of work will always be in flux and is not a good fit for hiring City staff or for meeting the processing requirements of City departments.

Q5d) Will contractor directly supervise City employees?: No

Q5e) Will contractor train City employees?: No

Q5e1) Explain why training of City employees is not required: Training city employees is not required once the property management company is selected to maintain tenants requests at Midtown Park Apartments.

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: As stated in the previously approved Civil Service Commission ("CSC") application for property management(PSC Number 49538-20/21), the selected property management agent/company must be qualified and licensed. All property management services are to be implemented and administered with industry best practices in accordance with local, state and federal law. The selected property management agent/company will provide the staffing and expertise necessary to perform all functions related to property management, including maintenance, and security, and coordination with resident services to ensure stable operation of each of the properties over the term of the contract(s). Specifically for Midtown Park Apartments, the selected property management agent/company shall maintain a property management office on-site in order to manage and maintain the Midtown Park Apartments units in accordance with: (a) the specific requirements of the contract(s) resulting from an RFP; and (b) current and future requirements of Federal program regulations, directives, and guidance applicable to the Housing Choice Voucher Program (HCV), including the Code of Federal Regulations (CFR), HUD Notices and other requirements issued by Housing Urban Development (HUD). The selected property management agent/company shall cure any and all program deficiencies and take all necessary and appropriate actions to meet specific and ongoing requirements and achieve stated performance standards.

Additional information to support your request (Optional):

Union Notifications

Job Class(es): 5504 - Project Manager 2, 5502 - Project Manager 1

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

Labor Union Email Addresses: L21pscreview@ifpte21.org

Union Review Sent On: 10/9/2024

Union Review End Date: 11/8/2024
Union Review Duration Met On: 11/8/2024

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MAYOR -- MYR

Dept. Code: MYR

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

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

Type of Service: Property Management

Funding Source: Various fund sources

PSC Amount: \$5,000,000

PSC Est. Start Date: 01/18/2021

PSC Est. End Date 01/18/2026

1. Description of Work

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

Property Management of a residential commercial property located at 1415 Scott Avenue, commonly known as Midtown Park Apartments, and property management of several vacant sites located at 967 Mission Street, 730 Stanyan Street, 1515 South Van Ness Avenue, and 180 Jones Street. Mayor's Office of Housing and Community Development anticipates additional sites will be acquired by the Mayor's Office of Housing and Community Development and added to this PSC during the duration of the PSC period.

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

All of the sites require a level of property management that the Mayor's Office of Housing and Community Development (MOHCD) is unable to provide. Each site has dynamic maintenance needs, and a firm with property management expertise is needed to ensure that the sites do not become blights to the surrounding community.

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.

Mayor's Office of Housing and Community Development (MOHCD) Housing Development Program Managers has done in-house coordination of property management although property management is not part of Program Managers usual duties. Mayor's Office of Housing and Community Development - Program Managers are also licensed property managers.

D. Will the contract(s) be renewed?

No

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.
not applicable

2. Reason(s) for the Request

A. Indicate all that apply (be specific and attach any relevant supporting documents):

☒ Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload).

B. Explain the qualifying circumstances:

This type of work is not typically done by a City employee. Department of Real Estate employees only work on buildings that the City owns permanently and that are not residential in nature. We requested Department of Real Estate to help manage but the type of property is beyond their typical scope. As mentioned Real Estate only works on permanent City owned properties that are not residential in nature.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Selected property management agent/company must be qualified and licensed. All property management services are to be implemented and administered with industry best practices in accordance with local, state and federal law. The selected property management agent/company will provide the staffing and expertise necessary to perform all functions related to property management, including maintenance, security, and coordination with resident services to ensure stable operation of each of the properties over the term of

the contract(s). For Midtown Park Apartments, the selected property management agent/company shall maintain a property management office on-site in order to manage and maintain the Midtown Park Apartments units in accordance with: (a) the specific requirements of the contract(s) resulting from an RFP; and (b) current and future requirements of Federal program regulations, directives, and guidance applicable to the Housing Choice Voucher Program (HCV), including the Code of Federal Regulations (CFR), HUD Notices and other requirements issued by Housing Urban Development (HUD). The selected property management agent/company shall cure any and all program deficiencies and take all necessary and appropriate actions to meet specific and ongoing requirements and achieve stated performance standards.

- B. Which, if any, civil service class(es) normally perform(s) this work? 9151, Real Estate Devt. Mgr, SFMTA; 9386, Senior Property Manager, Port; 9775, Sr Community Dev Spec 2;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No, the Contractor will need to provide equipment as it relates to needed repairs or property maintenance.

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

We requested Department of Real Estate to help manage but the type of property is beyond their typical scope. As mentioned Real Estate only works on permanent City owned properties that are not residential in nature.

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

- A. Explain why civil service classes are not applicable.
The type of properties for which the Mayor's Office of Housing and Community Development(MOHCD) needs property management help are typically not handled by the Department of Real Estate. The Department of Real Estate generally does not handle residential properties and vacant lots (for future housing development) with interim uses... ie temporary homeless housing. In addition, due to the complex and changing nature of the Mayor's Office of Housing and Community Development (MOHCD) vacant properties, including site control and possible interim use by future housing developers which is always in flux, the amount of work is unpredictable and temporary. The scope and volume of work will always be in flux, and is not a good fit for hiring City staff.
- 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, the need for a property manager is temporary and intermittent in nature. The Mayor's Office of Housing and Community Development (MOHCD) usually transitions property management work to affordable housing developers once a developer is identified for a specific site.

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.
No. There will be no need for training as property management will not be transition to city employees. The City's plan is to develop the vacant lots. Once developed the City will no longer need property management services.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

7. **Union Notification:** On 01/15/2021, the Department notified the following employee organizations of this PSC/RFP request:
Professional & Tech Engrs, Local 21; SEIU Local 1021

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

Name: Karen Henderson Phone: 701-5557 Email: karen.henderson@sfgov.org

Address: 1 South Van Ness Avenue, 5th floor San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 49538 - 20/21

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 04/19/2021

Receipt of Union Notification(s)

Henderson, Karen (MYR)

From: Henderson, Karen (MYR)
Sent: Friday, January 15, 2021 5:28 PM
To: Henderson, Karen (MYR); emathurin@cirseiu.org; abush@cirseiu.org; sbabaria@cirseiu.org; anthony@dc16.us; mlobre@sfpoa.org; tony@sfpoa.org; tracym@sfpoa.org; mleach@ibt856.org; rooferslocal40@gmail.com; sal@local16.org; Criss@SFMEA.com; Meyers, Julie (HSA); seichenberger@local39.org; camaguey@sfmea.com (contact); ablood@cirseiu.org; kcartermartinez@cirseiu.org; ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; sarah.wilson@seiu1021.org; kschumacher@ifpte21.org; kpage@ifpte21.org; tjenkins@uapd.com; eerbach@ifpte21.org; tmathews@ifpte21.org; amakayan@ifpte21.org; jb@local16.org; Ricardo.lopez@sfgov.org; Basconcillo, Katherine (PUC); Sandeep.lal@seiu1021.me; pcamarillo_seiu@sbcglobal.net; MRainsford@local39.org; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; pkim@ifpte21.org; agonzalez@iam1414.org; ted.zarzecki@seiu1021.net; leah.berlanga@seiu1021.org; gail@sffdlocal798.org; cityworker@sfcwu.org; davidmkersten@gmail.com; djohnson@opcmialocal300.org; ramonliuna261@gmail.com; ablood@cirseiu.org; pkarinen@nccrc.org; tony@dc16.us; stevek@bac3-ca.org; xiumin.li@seiu1021.org; Poon, Sin Yee (HSA); smcgarry@nccrc.org; rmitchell@twusf.org; grojo@local39.org; jduritz@uapd.com; staff@SFMEA.com; mike@dc16.us; khughes@ibew6.org; L21PSCReview@ifpte21.org; sfsmsa@gmail.com; bart@dc16.us; david.canham@seiu1021.org; jtanner940@aol.com; oashworth@ibew6.org; L21PSCReview@ifpte21.org; LiUNA.local261@gmail.com; local200twu@sbcglobal.net; speedy4864@aol.com; Christina@SFMEA.com; ecdemvoter@aol.com; thomas.vitale@seiu1021.org
Subject: Receipt of Notice for new PCS over \$100K PSC # 49538 - 20/21

FYI

-----Original Message-----

From: dhr-psccordinator@sfgov.org <dhr-psccordinator@sfgov.org> On Behalf Of karen.henderson@sfgov.org
Sent: Friday, January 15, 2021 5:02 PM
To: Henderson, Karen (MYR) <karen.henderson@sfgov.org>; Laxamana, Junko (BOS) <junko.laxamana@sfgov.org>; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; Henderson, Karen (MYR) <karen.henderson@sfgov.org>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>
Subject: Receipt of Notice for new PCS over \$100K PSC # 49538 - 20/21

RECEIPT for Union Notification for PSC 49538 - 20/21 more than \$100k

The MAYOR -- MYR has submitted a request for a Personal Services Contract (PSC) 49538 - 20/21 for \$5,000,000 for Initial Request services for the period 01/18/2021 – 01/18/2026. Notification of 30 days (60 days for SEIU) is required.

After logging into the system please select link below, view the information and verify receipt:

<http://apps.sfgov.org/dhrdrupal/node/15986> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and

verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

POSTING FOR

April 19, 2021

PROPOSED PERSONAL SERVICES CONTRACTS – REGULAR

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
--------	------------------	------------	---------------------	--------------------------	------------------------	------------------

40725 - 20/21	GENERAL SERVICES AGENCY - CITY ADMIN	\$900,000.00	This is a reimbursement program. The City collects fees from individuals who seek to adopt a cat or a dog from the Animal Care & Control (ACC) shelter. The vendor performs the surgeries, and the City forwards the funds received from the individual to the vendor. There is no cost to the City. The dollar value of the contract represents the funds collected from individuals and forwarded to the vendor.	July 1, 2021	December 31, 2026	REGULAR
------------------	--	--------------	--	--------------	-------------------	---------

49538 - 20/21	MAYOR	\$5,000,000.00	Property Management of a residential commercial property located at 1415 Scott Avenue, commonly known as Midtown Park Apartments, and property management of several vacant sites located at 967 Mission Street, 730 Stanyan Street, 1515 South Van Ness Avenue, and 180 Jones Street. Mayor's Office of Housing and Community Development anticipates additional sites will be acquired by the Mayor's Office of Housing and Community Development and added to this PSC during the duration of the PSC period.	January 18, 2021	January 18, 2026	REGULAR
------------------	-------	----------------	--	------------------	------------------	---------

40271 - 20/21	PUBLIC UTILITIES COMMISSION	\$6,250,000.00	Contract work consists of financial advisory services in connection with general financial planning and transaction-specific activities related to the Water, Wastewater and Power Enterprises—including, but not limited to, the issuance of commercial paper, loans, private placements, bonds, and issuance of new and amended credit facility agreements, financial forecasting and modeling, rate setting and administration, asset management, risk management, power generation, transmission, distribution and trading, and related capital financing activities.	April 1, 2021	March 31, 2026	REGULAR
------------------	--------------------------------	----------------	---	---------------	----------------	---------

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
42480 - 20/21	PUBLIC UTILITIES COMMISSION	\$245,000.00	SFPUC WWE CSD - Sewer Operations is seeking services from Jack Doherty Co. to provide technical support, parts, training, repair and services for their IBak sewer camera inspection equipment. Jack Doherty Co. is the sole distribution and service provider of IBak camera equipment in California. This equipment is highly technical and requires mechanical, specialized instrumentation and electronic skills to properly diagnose and repair. There are two aspects to this equipment. There is the computer and software side and robotic hardware side. Most often in order to properly diagnose problems within the robotic cameras they are required to be disassembled and connected to diagnostic software to help identify problems. The camera equipment can take hours to disassemble and diagnose due to its sophisticated design. Video and computer software diagnostics are also required to solve problems with the systems.	May 1, 2021	May 1, 2023	REGULAR
41287 - 20/21	PUBLIC UTILITIES COMMISSION	\$255,000.00	SFPUC maintains a extensive fuel break system within the Peninsula watershed for the protection of water quality, infrastructure and natural resources. This system is supported and monitored by CalFire with the premise that in the event of a large wildland fire access and defensible space will allow CalFire to effectively contain a fire prior to a rapid spread outside of the watershed. Mastication is also done as part of a vegetation management program for the SFPUC power line maintenance. Mastication is used to maintain the brush and fuels levels within the fuel breaks. A masticator changes the composition of the fuels from high brush that will allow a fire to pass through at a high intensity to a small wood chip that will decomposes on the ground. In areas that are masticated fire will pass through at a low intensity allowing CalFire to extinguish the fire prior to further spread.	May 1, 2021	December 31, 2021	REGULAR
47806 - 20/21	PUBLIC UTILITIES COMMISSION	\$170,000.00	SFPUC Peninsula watershed has an integrated roads system of over 90 miles, dam faces and fuel breaks that need to be maintained annually to reduce flashy fuels and ignition sources to reduce fire risk within the watershed and along its Wildland Urban Interface. This contract is to maintain 40 miles of the northern section of the watershed roads. This work incorporates moving the roadsides to reduce brush encroachment and flashy fuels along the roadside, maintains pullouts for safety vehicles and passings for emergency vehicles.	May 15, 2021	December 31, 2021	REGULAR

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
43997 - 20/21	GENERAL SERVICES AGENCY - PUBLIC WORKS	\$9,000,000.00	Consultants to be selected in the pre-qualified pool will provide architectural and multi-discipline design services involving renovation, relocation, adaptive re-use of existing health facilities, installation of specialized medical equipment, modifications to life safety systems and other infrastructure, and new health facilities. Selected firms shall have extensive knowledge of, and experience with general acute care facilities under jurisdiction of the Office of Statewide Health and Planning (OSHPPD).	March 1, 2021	February 28, 2027	REGULAR
44144 - 20/21	RECREATION AND PARK COMMISSION	\$300,000.00	As-needed assessment of the health and structural condition of trees located through the Recreation and Park Department park system. Assessment should utilize accepted urban forestry techniques such as a hazard rating system including site by site recommendations for remediation. Provide management plans that includes a set of recommendations for the healthy and sustainable long term management for sites assessed. Required skills include: <ul style="list-style-type: none"> • Certified Arborist • ISA Qualified Tree Risk Assessor • Registered Consulting Arborist 	February 3, 2020	February 1, 2024	REGULAR

TOTAL AMOUNT \$22,120,000



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

Sent Via Electronic Mail

April 21, 2021

NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS 40725-20/21; 49538-20/21; 40271-20/21; 42480-20/21; 41287-20/21; 47806-20/21; 43997-20/21; 44144-20/21; 4021-10/11; AND 44335-18/19.

At its meeting on April 19, 2021, the Civil Service Commission had for its consideration the above matter.

The Civil Service Commission took the following actions:

1. Approved PSC #42480-20/21 with the condition the PSC Form 1 is amended to remove the specific contractor named in the PSC submission.
2. Approved PSC #4021-10/11 with the condition the scope of work is clarified to outline the new training component.
3. Adopted the report and approved the remaining requests for proposed Personal Services Contracts. This shall serve to notify the Office of the Controller and the Office of Contract Administration.

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

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

CIVIL SERVICE COMMISSION

/s/

SANDRA ENG
Executive Officer

Attachments

Cc: Alexander Burns, Department of Public Works
Bill Irwin, Public Utilities Commission
Karen Henderson, Office of the Mayor
Daniel Kwon, Public Utilities Commission
Joan Lubamersky, Office of the City Administrator
Sean McFadden, Recreation and Park
Commission File
Chron

Personal Service Contract Summary (PSC Form 1)

PSC Basic Information

Submitting Department: PUC

Submitted By: Elizabeth Connely

Department Coordinator: Shawndrea Hale,
SHale@sfgwater.org

Project Manager: Benjamin Poole

ServiceNow Number: DHRPSC0004355

Version: 0.01

Version Type: New

Brief description of proposed work: PRO-0313 Marketing Services

Review Type and Reason

CSC Review Required: Yes

CSC Review Reason(s):

- Requires CSC Approval by Amount

Amount

PSC Amount: \$2,000,000

Does contract include items other than services?: No

Duration

Is PSC by Duration or Continuing: Duration

PSC Duration (Months): 60

Funding

Funding Source: City Funds

Special circumstances related to funding: No

Scope of Work

Clearly describe scope and detail the services to be performed: The San Francisco Public Utilities Commission operates a no-cost resource center for Local Business Enterprises interested in or currently working on San Francisco Public Utilities Commission contracts. The Contractors Assistance Center supports the agency- and city-wide goals of providing support services to small businesses in San Francisco to assist them in accessing, competing, and performing on contracts, thereby serving the public interest of fostering economic growth and independence for San Francisco and its taxpayers. The contractor will assist Local Business Enterprises who utilize the support services of the Contractors Assistance Center, with reviewing and improving or creating a communications strategy for their business, development of the company's website, promotional materials and other marketing support, in order to increase the participation and

success of Local Business Enterprises on San Francisco Public Utilities Commission projects.

Why are these services required and what are the consequences of denial?: These services are necessary to increase the participation and competitiveness of Local Business Enterprises on San Francisco Public Utilities Commission projects, thereby improving the delivery and cost savings of San Francisco Public Utilities Commission projects. These services also meet the Chapter 14B requirement that agencies provide support to Local Business Enterprises. Denial of these services will result in the inability of providing marketing support services to the Local Business Enterprise community and reduce the agency's ability to maximize participation of Local Business Enterprises on its projects. This reduction will decrease the competitiveness of the bidding pool on San Francisco Public Utilities Commission projects. Participation by outside contractors is necessary because support services should not be provided by City employees who have access to non-public information regarding upcoming contracting.

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: PUC requires department Commission Approval for contracts exceeding \$1M.

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?:

Services will be required as the need arises with the Local Business Enterprises who utilize services at the Contractors Assistance Center. The work will change with the contracts that are being advertised by the San Francisco Public Utilities Commission, the time of year, and the ever-changing business needs of the Local Business Enterprises.

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

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

Contractors must have advanced knowledge of the construction industry, including experience with bidding and performing on large-scale capital projects similar to those undertaken by the

San Francisco Public Utilities Commission. Contractors must also have extensive experience providing support to small businesses and a deep understanding of business development support services both in a classroom setting and a one-on-one setting. Contractors will also be required to have familiarity with the small business community in San Francisco to support with engagement.

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

Q5c1) Identify the classifications: 9252 - Communications Specialist

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: These services are as needed and intermittent based on small business needs, thus are not well suited for the creation of a new job classification. Furthermore, support services will be provided directly to small businesses who are currently or contracting or planning to contract with the San Francisco Public Utilities Commission. Contractors who do not have direct access to inside information about San Francisco Public Utilities Commission contracts are therefore better suited to carry out these services to avoid any potential of unfair advantage.

Q5d) Will contractor directly supervise City employees?: No

Q5e) Will contractor train City employees?: No

Q5e1) Explain why training of City employees is not required: City employees will not be directly trained by contractor, however, knowledge transfer of best practices and needs of the small business community will be happen through regular check-ins and reporting by contractors. In this way, City staff will improve their understanding of the small business needs and the services that are best suited to meet those needs, thereby improving the work performed by City staff.

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 that can be performed by SF City staff, including intakes, scheduling, and connecting with the proper consultant support will continue to be performed by City staff. City staff will also be involved in some of the planning of support services and engagement. The direct services that are best performed by external contractors who do not have access to non-public information about contracting will not be transitioned back to the City.

Additional information to support your request (Optional):

Union Notifications

Job Class(es): 9252 - Communications Specialist

Labor Unions: 351 - Municipal Exec Assoc-Misc

Labor Union Email Addresses: staff@sfmea.com

Union Review Sent On: 10/11/2024

Union Review End Date: 11/10/2024

Union Review Duration Met On: 11/10/2024

Personal Service Contract Summary (PSC Form 1)

PSC Basic Information

Submitting Department: PUC

Submitted By: Helen Duhe

Department Coordinator: Shawndrea Hale,
SHale@sfgwater.org

Project Manager: Helen Duhe

ServiceNow Number: DHRPSC0004636

Version: 0.01

Version Type: New

Brief description of proposed work: PRO-0320 As-Needed Contractor Eng Outrch Admin Sppt
Small Bus

Review Type and Reason

CSC Review Required: Yes

CSC Review Reason(s):

- Requires CSC Approval by Amount

Amount

PSC Amount: \$600,000

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: The San Francisco Public Utilities Commission (SFPUC) seeks to retain the services of three qualified Service Providers to increase the participation of small and micro construction, construction management, and related-professional services firms for the advancement SFPUC projects including the Hetch Hetchy Water Capital Plan, Water Capital Plan, which includes the Regional Water System (East Bay) and (Peninsula/West Bay) projects. Established under San Francisco Administrative Code Chapter 14B, Section B (5), the San Francisco Public Utilities Commission – Local Business Enterprise (PUC-LBE) Certification Program provides opportunities to small regional construction firms, to work on SFPUC projects within the water service territory and outside of the jurisdictional boundaries for San Francisco stretching from Daly City to Hetch Hetchy. Service

Providers would perform as-needed research about small and micro construction firms, and qualified disadvantaged business enterprises to engage and expand the pool of qualified contractors for SFPUC construction projects. Service Providers will also perform as-needed administrative support in service of the small business outreach and networking events to increase the engagement and interest among the pool of qualified contractors who seek to compete for and bid on San Francisco Public Utility Commission projects.

Why are these services required and what are the consequences of denial?: A denial of this request would disrupt the efforts to increase the potential pool of qualified construction firms, thereby potentially increasing the cost of servicing our regional infrastructure or limiting the number of projects we might initiate due to a lack of interest from qualified firms to bid on our work. In addition, the City is required to provide opportunities to Local Business Enterprises under Chapter 14B of the City's Administrative code on a per project basis. Denial of these services would hinder the expansion of the small, micro, and disadvantaged construction business pool, a key component in the City's ability to meet their requirements while ensuring a competitive market.

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

Board and Commission Approvals

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

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

Justification

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

No

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

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

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

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

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

Q5a1) Why are the services required on an as-needed, intermittent and periodic basis?: The services are required on an as needed intermittent basis because they are based on the unique needs of specific SFPUC capital projects and the small businesses who might compete for work on those projects.

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

Q5b1) Describe the specialized skills and expertise required to perform the services: The San Francisco Public Utility Commission seeks contractors with demonstrated experience and understanding about the San Francisco's regional water service territory as it relates to the current small, micro, and qualified disadvantaged construction business landscape to develop

strategies to engage with contractors that have not participated on SFPUC projects.

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

Q5c1) Identify the classifications: 1823 - Senior Administrative Analyst, 2992 - Contract Compliance Officer 1, 1824 - Pr Administrative Analyst

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

Q5c3) Why are they not able to perform the services?: Yes, the SFPUC has 1823s and 1824s on staff but the work does not raise to the level of a full-time position. No, for the 2992 classification, the SFPUC does not have a Contract Compliance Officer on staff. And if it did, there is not enough work to rise to the level of hiring a fulltime staff member.

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: While this work will be led by existing City staff, since some of the work resides in the surrounding bay area counties, existing staff does not have all of the specific knowledge and relationships necessary to complete all of the scope. Further, these services are only necessary on an as needed, intermittent, basis and would not require a full time employee.

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 services are based on the unique needs of specific SFPUC capital projects and only necessary on an as needed, intermittent, basis and would not rise to the level of a full time staff person.

Additional information to support your request (Optional):

Union Notifications

Job Class(es): 1823 - Senior Administrative Analyst, 2992 - Contract Compliance Officer 1, 1824 - Pr Administrative Analyst

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

Labor Union Email Addresses: L21pscreview@ifpte21.org

Union Review Sent On: 10/1/2024

Union Review End Date: 10/31/2024

Union Review Duration Met On: 10/31/2024

Personal Service Contract Summary (PSC Form 1)

PSC Basic Information

Submitting Department: WOM

Submitted By: My Lan Do Nguyen

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

Project Manager: Kimberly Ellis

ServiceNow Number: DHRPSC0004714

Version: 0.01

Version Type: New

Brief description of proposed work: As-needed event planning and production 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?: No

Duration

Is PSC by Duration or Continuing: Duration

PSC Duration (Months): 36

Funding

Funding Source: City Funds

Special circumstances related to funding: No

Scope of Work

Clearly describe scope and detail the services to be performed: The selected vendor will be responsible for providing comprehensive event planning and production services for events hosted by the Department on the Status of Women, including but not limited to the Department's annual one-day policy summit. The scope of services includes all logistical and operational tasks to ensure a smooth event from planning through post-event wrap-up. The vendor will work with Department representatives to develop an event plan, timeline, and budget, which will include managing costs for key items such as the venue, catering, and equipment.

The vendor will handle logistical tasks such as identifying and securing a venue, coordinating

contracts, and organizing room setup, seating, event flow, and guest services. They will ensure audio-visual equipment is available and properly set up, and will handle stage setup and room design. They will also coordinate live streaming if necessary. Additionally, the vendor will assist with distributing event invitations, producing basic printed materials like programs and signage, and managing on-site registration and guest check-in.

Catering services will be coordinated to provide meals and refreshments, including options for various dietary needs. For VIPs and speakers, the vendor will provide support for transportation and accommodation logistics, if necessary, as well as program and speaking details and logistics. After the event, the vendor will manage event breakdown, ensuring that rented equipment is returned and the venue is cleaned. They will also provide a brief post-event summary, covering attendance and basic feedback. All logistical and operational tasks will be managed to ensure a well-organized and successful summit.

Why are these services required and what are the consequences of denial?: The services are crucial because the annual policy summit is the Department's citywide flagship event, dedicated to uplifting the women, girls and nonbinary people of San Francisco, with the goal of championing a more gender-equitable future. This is the only event of its kind specifically designed to address the unique challenges and opportunities facing these groups in the City. The services provided by the vendor ensure that the event is accessible, well-organized, and impactful, allowing participants to fully engage with speakers, discussions, and activities that promote the health and safety, economic security and civic engagement and political empowerment of women, girls and nonbinary people of San Francisco.

Without these services, the summit's execution would be at risk, potentially diminishing the quality and reach of an event that holds significant importance for the City's efforts toward gender equity. A denial of these services could result in logistical issues, lack of essential resources like proper seating, audio-visual support, or catering, and could ultimately prevent attendees from having a meaningful experience. It would also undermine the Department's ability to fulfill its mission of fostering inclusive environments for all women, girls, and nonbinary people in the City. Given the summit's unique role, the success of the event is essential to the Department's mission and mandate to help San Francisco become a fully gender-equitable city.

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

Board and Commission Approvals

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

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

Justification

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

No

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

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

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

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

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

Q5a1) Why are the services required on an as-needed, intermittent and periodic basis?: The services are required on an as-needed, intermittent, and periodic basis to ensure flexibility in addressing the unique and evolving needs of each event. Since the policy summit is a one-day event that occurs annually, the vendor's support is only necessary during the planning and execution phases. This approach allows the Department to efficiently allocate resources without committing to full-time services, ensuring that professional event planning and production assistance is available only when required to achieve the summit's objectives.

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: 9251 - Public Relations Mgr, 1312 - Public Information Officer, 5408 - Coord of Citizen Involvement, 9252 - Communications Specialist, 1314 - Public Relations Officer

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: The Department is not hiring employees for event planning and production because the work is short-term, occurring only for a few weeks once a year.

Q5d) Will contractor directly supervise City employees?: No

Q5e) Will contractor train City employees?: No

Q5e1) Explain why training of City employees is not required: Training City employees for this service is unnecessary because the work is short-term, occurring only for a few weeks once a year. The Department will never assign an employee solely to this task, as it takes place on just one day annually and does not warrant a full-time position.

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: Given that the event planning and production services are needed on a short-term, as-needed basis, maintaining a dedicated in-house team for infrequent events would not be cost-effective or practical. By partnering with a vendor, the Department can ensure access to professional resources and capabilities tailored to the unique demands of each event without the burden of long-term staffing commitments.

Additional information to support your request (Optional):

Union Notifications

Job Class(es): 9251 - Public Relations Mgr, 1312 - Public Information Officer, 5408 - Coord of

Citizen Involvement, 9252 - Communications Specialist, 1314 - Public Relations Officer

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

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

Union Review Sent On: 10/4/2024

Union Review End Date: 11/3/2024

Union Review Duration Met On: 11/3/2024

Personal Service Contract Summary (PSC Form 1)

PSC Basic Information

Submitting Department: JUV

Submitted By: Elisa Baeza

Department Coordinator: Elisa Baeza,
elisa.baeza@sfgov.org

Project Manager: Elisa Baeza

ServiceNow Number: DHRPSC0004583

Version: 1.01

Version Type: Amendment

Legacy PSC #: 45863-23/24

Brief description of proposed work: Intensive Services Foster Care (ISFC) placements and case management services for youth ordered to out-of-home placement (pre and post adjudication) by the SF Juvenile Court.

Reason for the Request for Amendment: To extend the term and increase the amount.

Review Type and Reason

CSC Review Required: Yes

CSC Review Reason(s):

- Requires CSC Approval by Amount

Amount

Previously Approved Amount: \$900,000

Increase Amount: \$1,800,000

Why are you requesting the PSC amount to be increased?: The current agreement will be amended to increase the amount and extend the term, due to an anticipated need for continued services. This requires a PSC amendment.

Total Amended Amount: \$2,700,000

Does contract include items other than services?: No

Duration

Is PSC by Duration or Continuing: Duration

Previously Approved Duration (months): 38

Duration Increase (months): 21

Why are you requesting the PSC duration to be increased: The agreement will be amended to extend the term and increase the not to exceed amount, which requires a PSC amendment.

Total Amended Duration (months): 59

First Contract Start Date: 7/1/2024

PSC Duration End Date: 5/31/2029

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: The department seeks Intensive Services Foster Care (ISFC) placements, licensed by the California Department of Social Services, and associated comprehensive case management and services, for youth ordered to out of home placement, both pre- and post-adjudication, by the San Francisco Juvenile Court With a contract in place, clients will receive adequate and timely programming and services.

Why are these services required and what are the consequences of denial?: The court may mandate specific categories of out of home placement, including Intensive Services Foster Care to individuals under its jurisdiction. Only specially certified agencies and professionals can provide these services, all of which must adhere to the strictest level of confidentiality. If this PSC is denied, the department will be out of compliance with court-mandates.

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?: While there are classifications in the City that may be generally qualified to apply for licensure from the state to operate Intensive Services Foster Care placements, the department cannot risk delaying service referrals due to potential City-capacity reasons and must rely on a service provider that is readily available and able to provide these services as soon as possible. Department employees do not have the capacity and are not certified to provide these services to court-mandated clients, nor do they have access to property in which to operate such placements.

Board and Commission Approvals

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

Provide details related to contracts for which dept comm approval required: All agreements must be approved by the department's commission.

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

Justification

Post Union Notification

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?: Certified staff, and out of placement residential facilities of foster care placements licensed by the California Department of Social Services.

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

Explain why: While there are classifications in the City that may be generally qualified to apply for licensure from the state to operate Intensive Services Foster Care placements, the department cannot risk delaying service referrals due to potential City-capacity reasons and must rely on a service provider that is readily available and able to provide these services as soon as possible. Department employees do not have the capacity and are not certified to provide these services to court-mandated clients, nor do they have access to property in which to operate such placements. The City and County of San Francisco does not operate any out of placement residential facilities of foster care placements licensed by the California Department of Social Services, including Intensive Services Foster Care. State licensure requires one to two years. The department cannot risk delaying service referrals due to potential City-capacity reasons and must rely on a service provider that is readily available and able to provide these services as soon as possible.

Additional information to support your request (Optional):

Union Notifications

Have the Job Classes/Labor Unions changed?:

Job Class(es): 2914 - Social Work Supervisor, 2918 - HSA Social Worker, 2910 - Social Worker

Labor Unions: 535 - SEIU 1021

Labor Union Email Addresses: PSCreview@seiu1021.org

Union Review Sent On: 9/5/2024

Union Review End Date: 11/4/2024

Union Review Duration Met On: 11/4/2024

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:	JUV
Dept Name:	Juvenile Probation Department
PSC Coordinator Name:	Elisa Baeza
PSC Coordinator Email:	elisa.baeza@sfgso.org
PSC ServiceNow Record Number:	DHRPSC0004583 v 1.01 (Legacy: 45863-23/24)

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
1000033130	7/1/2024	6/30/2025	\$ 900,000	DHRPSC0004583 v 1.01 (Legacy: 45863-23/24)	Intensive Services Foster Care (ISFC) placements, licensed by the California Department of Social Services, and associated comprehensive case management and services, for youth ordered to out of home placement, both pre- and post-adjudication, by the San Francisco Juvenile Court With a contract in place, clients will receive adequate and timely programming and services.

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: JUVENILE PROBATION -- JUV Dept. Code: JUVType of Request: ☒ Initial ☐ Modification of an existing PSC (PSC # _____)Type of Approval: ☐ Expedited ☒ Regular (☐ Omit Posting)Type of Service: Intensive Services Foster Care (ISFC) placementsFunding Source: JPAF (Juvenile Probation Activity Funding) PSC Duration: 3 years 10 weeksPSC Amount: \$900,000 PSC Est. Start Date: 04/15/2024 PSC Est. End Date: 06/30/2027**1. Description of Work****A. Scope of Work:**

The department seeks Intensive Services Foster Care (ISFC) placements, licensed by the California Department of Social Services, and associated comprehensive case management and services, for youth ordered to out of home placement, both pre- and post-adjudication, by the San Francisco Juvenile Court With a contract in place, clients will receive adequate and timely programming and services.

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

The court may mandate specific categories of out of home placement, including Intensive Services Foster Care to individuals under its jurisdiction. Only specially certified agencies and professionals can provide these services, all of which must adhere to the strictest level of confidentiality. If this PSC is denied, the department will be out of compliance with court-mandates.

C. Has this service been provided in the past. If so, how? If the service was provided via a PSC, provide the most recently approved PSC # and upload a copy of the PSC.
This service has not been provided by the department through a contract in the past.

D. Will the contract(s) be renewed? The contract will be renewed if business needs require it.

2. Union Notification: On 02/28/2024, the Department notified the following employee organizations of this PSC/RFP request: all unions were notified

FOR DEPARTMENT OF HUMAN RESOURCES USEPSC# 45863 - 23/24

DHR Analysis/Recommendation:

06/03/2024

Commission Approval Required

Approved by Civil Service Commission

DHR Approved for 06/03/2024

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Contractor must be a certified professional licensed by the California Department of Social Services to provide Intensive Services Foster Care placements to court-mandated youth under the jurisdiction of the Juvenile Delinquency Court.

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:

While there are classifications in the City that may be generally qualified to apply for licensure from the state to operate Intensive Services Foster Care placements, the department cannot risk delaying service referrals due to potential City-capacity reasons and must rely on a service provider that is readily available and able to provide these services as soon as possible. Department employees do not have the capacity and are not certified to provide these services to court-mandated clients, nor do they have access to property in which to operate such

B. Would it be practical 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 provide Intensive Services Foster Care, as department employees do not have the capacity and are not certified to provide these services to court-mandated clients. Additionally, the volume of clients in the juvenile justice system needing this service is low, and while the

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?
Training will not be provided. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 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 04/29/2024 BY:

Name: Elisa Baeza Phone: 4157537526 Email: elisa.baeza@sfgov.orgAddress: 375 Woodside Avenue San Francisco, CA 94127