

☒ Immediately needed services to address unanticipated or transitional situations, or services needed to address emergency situations.

☒ Circumstances where there is a demonstrable potential conflict of interest (e.g., independent appraisals, audits, inspections, third party reviews and evaluations).

B. Explain the qualifying circumstances:

We need independent services to assess the program and assist with program design, after which we should be able to conduct the verifications in-house.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: A minimum of ten (10) years of cumulative experience and skills within the last fifteen (15) years in statistical analysis and financial and performance auditing using accepted standards such as GAGAS or AICPA.

B. Which, if any, civil service class(es) normally perform(s) this work? 1684, Auditor II; 1686, Auditor III;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No

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

Audit Bureau was contacted but does not have sufficient staffing.

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

A. Explain why civil service classes are not applicable.
Independent review of the program is needed.

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. Independent review of the program is needed.

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.
Yes. The intent is for SFPUC employees to be trained to conduct the post-enrollment verification after the program is established. Very rough estimate 40 hours of training. The work of performing PEV going forward will likely be conducted by one or two 1304 or 1324 employees.

C. Are there legal mandates requiring the use of contractual services?
No.

D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.

- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

7. Union Notification: On 03/25/2024, the Department notified the following employee organizations of this PSC/RFP request:
Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21

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

Name: Shawndrea Hale Phone: (415) 551-4540 Email: shale@sfwater.org

Address: 525 Golden Gate Ave 8th Floor San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 44441 - 23/24

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/20/2024

Receipt of Union Notification(s)

From: [Hale, Shawndrea M.](#)
To: L21PSCReview@ifpte21.org; amakayan@ifpte21.org; ewallace@ifpte21.org; kpage@ifpte21.org; kschumacher@ifpte21.org; mathews.timothy@gmail.com; WendyWong26@yahoo.com; WendyWongSFGov@yahoo.com; tekpro49@comcast.net; sportillo@ifpte21.org; jharding@ifpte21.org; Kdavis@ifpte21.org; Agarza@ifpte21.org; mweirick@ifpte21.org; Dho@ifpte21.org; jnuti@ifpte21.org; andrea@sfmea.com
Cc: [Kyger, Todd](#); [DHR-PSCCoordinator, DHR \(HRD\)](#)
Subject: Receipt of Notice for new PCS over \$100K PSC # 44441 - 23/24
Date: Monday, March 25, 2024 2:41:00 PM
Attachments: [PSC 44441-23-24.pdf](#)
[image001.png](#)

RECEIPT for Union Notification for PSC 44441 - 23/24 more than \$100k
The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 44441 - 23/24 for \$400,000 for Initial Request services for the period 07/01/2024 – 12/31/2028. 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: <https://apps.sfgov.org/dhrdrupal/node/22175> 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

Best,

Shawndrea Hale

Contract Administration Bureau

525 Golden Gate Avenue, 8th Floor

Desk: (415) 551-4540



Modification

Personal Services Contracts

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION

Dept. Code: AIR

Type of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 41761 - 22/23)

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

Type of Service: As-Needed Architectural and Engineering Support Services

Funding Source: Airport Capital and Operating Funds

PSC Original Approved Amount: \$6,000,000 PSC Original Approved Duration: 07/03/23 - 12/31/28 (5 years 26 weeks)

PSC Mod#1 Amount: \$5,000,000 PSC Mod#1 Duration: 12/31/28-12/31/29 (1 year)

PSC Cumulative Amount Proposed: \$11,000,000 PSC Cumulative Duration Proposed: 6 years 26 weeks

1. Description of Work

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

Contractor will provide architectural and engineering support services for various capital and facilities improvement projects at San Francisco International Airport (Airport). The firms will assist with architectural scope development, feasibility and systems studies, design services and drawings, construction and technical specifications, project schedules, bid and construction administration services.

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

The Airport requires upgrades of its facilities and renovations of the passenger terminals to improve operational efficiency, safety/security, and meet forecasted demand. Denial will cause project delays, which will affect customer service, delay the implementation of Transportation Security Administration security measures, and result in lost revenues.

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.

PSC 41761-22/23

D. Will the contract(s) be renewed?

Yes, if there continues to be a need for such services.

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:

Need to extend for 2 new as-needed contracts.

2. Reason(s) for the Request

A. Display all that apply

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

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

Explain the qualifying circumstances:

Contractor will provide specialized architectural and/or engineering services for Airport projects on an as-needed basis.

B. Reason for the request for modification:

Need to extend for 2 new as-needed contracts

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: The work requires experience in Airport projects and specific expertise in airport development, design, remodel and other specialized architectural and engineering services which include cost estimating and value engineering studies, hazardous materials investigation and reports, life cycle cost analysis, acoustical analysis and studies, lighting analysis, Americans with Disabilities Act compliance, code assessment and

compliance reports, energy and sustainability studies, compliance and modeling, Leadership in Energy and Environmental design, furniture specifications, procurement documents, environmental graphics and signage studies.

- B. Which, if any, civil service class(es) normally perform(s) this work? 5201, Junior Engineer; 5203, Asst Engr; 5207, Assoc Engineer; 5211, Eng/Arch/Landscape Arch Sr; 5241, Engineer; 5260, Architectural Assistant 1; 5261, Architectural Assistant 2; 5265, Architectural Associate 1; 5266, Architectural Associate 2; 5268, Architect; 5364, Engineering Associate 1;

- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No.

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

Not Applicable

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

- A. Explain why civil service classes are not applicable.
Existing architectural and engineering classifications do not have the required expertise and specialized skills related to airport terminal, boarding areas, concessions, and airport special systems. Contractor staff will be supervised by City project managers with the appropriate expertise in managing airport asset development and construction.
- 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 intermittent need for these services do not support permanent staffing.

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 training is anticipated at this time due to the specialized and as-needed nature of the 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.
unknown at this time.

7. Union Notification: On 04/10/24, the Department notified the following employee organizations of this PSC/RFP request: Professional & Tech Engrs, Local 21; Prof & Tech Eng, Local 21; Architect & Engineers, Local 21;

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

Name: Cynthia Avakian Phone: 650-821-2014 Email: cynthia.avakian@flysfso.com

Address: PO Box 8097, San Francisco, CA 94128

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 41761 - 22/23

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required
DHR Approved for 05/20/2024

Receipt of Union Notification(s)

Cynthia Avakian (AIR)

From: dhr-psccordinator@sfgov.org on behalf of cynthia.avakian@flysfo.com
Sent: Wednesday, April 10, 2024 12:21 PM
To: Cynthia Avakian (AIR); Laxamana, Junko (DBI); sportillo@ifpte21.org; agarza@ifpte21.org; amakayan@ifpte21.org; jnuti@ifpte21.org; kdavis@ifpte21.org; jharding@ifpte21.org; mweirick@ifpte21.org; dho@ifpte21.org; ewallace@ifpte21.org; ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; Kristen Schumacher; kpage@ifpte21.org; eerbach@ifpte21.org; l21pscreview@ifpte21.org; DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Modification Request to PSC # 41761 - 22/23 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The AIRPORT COMMISSION -- AIR has submitted a modification request for a Personal Services Contract (PSC) for \$5,000,000 for services for the period December 31, 2028 – December 31, 2029. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

If SEIU is one of the unions that represents the classes you identified in the initial PSC and the cumulative amount of the request is over \$100,000, there is a 60 day review period for SEIU

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/22244>

Email sent to the following addresses: L21PSCReview@ifpte21.org eerbach@ifpte21.org kpage@ifpte21.org kschumacher@ifpte21.org tmathews@ifpte21.org wendywong26@yahoo.com WendyWong26@yahoo.com ecassidy@ifpte21.com ewallace@ifpte21.org dho@ifpte21.org mweirick@ifpte21.org jharding@ifpte21.org kdavis@ifpte21.org jnuti@ifpte21.org amakayan@ifpte21.org agarza@ifpte21.org sportillo@ifpte21.org junko.laxamana@sfgov.org

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION -- AIR

Dept. Code: AIR

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

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

Type of Service: As-Needed Architectural and Engineering Support Services

Funding Source: Airport Capital and Operating Funds

PSC Amount: \$6,000,000

PSC Est. Start Date: 07/03/2023

PSC Est. End Date 12/31/2028

1. Description of Work

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

Contractor will provide architectural and engineering support services for various capital and facilities improvement projects at San Francisco International Airport (Airport). The firms will assist with architectural scope development, feasibility and systems studies, design services and drawings, construction and technical specifications, project schedules, bid and construction administration services.

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

The Airport requires upgrades of its facilities and renovations of the passenger terminals to improve operational efficiency, safety/security, and meet forecasted demand. Denial will cause project delays, which will affect customer service, delay the implementation of Transportation Security Administration security measures, and result in lost revenues.

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.

This service was provided previously through PSC 44422-13/14.

D. Will the contract(s) be renewed?

Yes, if there continues to be a need for such services.

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

The requested duration covers the anticipated term of the resulting contracts.

2. Reason(s) for the Request

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

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

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

B. Explain the qualifying circumstances:

Contractor will provide specialized architectural and/or engineering services for Airport projects on an as-needed basis.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: The work requires experience in Airport projects and specific expertise in airport development, design, remodel and other specialized architectural and engineering services which include cost estimating and value engineering studies, hazardous materials investigation and reports, life cycle cost analysis, acoustical analysis and studies, lighting analysis, Americans with Disabilities Act compliance, code assessment and compliance reports, energy and sustainability studies, compliance and modeling, Leadership in Energy and Environmental design, furniture specifications, procurement documents, environmental graphics and signage studies.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5201, Junior Engineer; 5203, Asst Engr; 5207, Assoc Engineer; 5211, Eng/Arch/Landscape Arch Sr; 5241, Engineer; 5260, Architectural Assistant 1; 5261, Architectural Assistant 2; 5265, Architectural Associate 1; 5266, Architectural Associate 2; 5268, Architect; 5364, Engineering Associate 1;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No.

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

The Airport will give first right of refusal to other City Departments.

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

- A. Explain why civil service classes are not applicable.
Existing architectural and engineering classifications do not have the required expertise and specialized skills related to airport terminal, boarding areas, concessions, and airport special systems. Contractor staff will be supervised by City project managers with the appropriate expertise in managing airport asset development and construction.
- 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 intermittent need for these services do not support permanent staffing.

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. No training is anticipated at this time due to the specialized and as-needed nature of the 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 05/08/2023, the Department notified the following employee organizations of this PSC/RFP request:

Architect & Engineers, Local 21; Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21

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

Name: Cynthia Avakian Phone: 650-821-2014 Email: cynthia.avakian@flysfo.com

Address: PO Box 8097 San Francisco, CA 94128

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 41761 - 22/23

DHR Analysis/Recommendation:

action date: 07/03/2023

Commission Approval Required

Approved by Civil Service Commission

07/03/2023 DHR Approved for 07/03/2023

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: HUMAN SERVICES

Dept. Code: DSS

Type of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 39371 - 23/24)

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

Type of Service: Consulting

Funding Source: Federal, State, Local

PSC Original Approved Amount: \$100,000 PSC Original Approved Duration: 09/01/23 - 06/30/24 (43 weeks 2 days)

PSC Mod#1 Amount: \$20,357 PSC Mod#1 Duration: 05/01/24-06/30/25 (1 year)

PSC Cumulative Amount Proposed: \$120,357 PSC Cumulative Duration Proposed: 1 year 43 weeks

1. Description of Work

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

Provide consultation, technical assistance, facilitation and report writing services in order for San Francisco County to complete the mandated County Self-Assessment (CSA) portion of the C-CFSR (California Mandated County Self-Assessment). This mandated process guides the completion of the five (5)-year San Francisco Child Welfare System Improvement Plan (SIP).

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

This 5 year system improvement plan is Federally and State mandated and consequences of denial could include Federal and State sanctions and the SF Child Protective Service not staying within Federal compliance. Failure to comply could result in defunding Title IV-E federal funding that child welfare uses to provide protective services.

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.

Services have been provided in the past through earlier PSC request. See 39371 - 23/24

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:

2. Reason(s) for the Request

A. Display all that apply

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

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

☒ Regulatory or legal requirements, or requirements or mandates of funding source(s) which limit or preclude the use of Civil Service Employees. Include a copy of the applicable requirement or mandate.

Explain the qualifying circumstances:

Required by federal law every five years with best practice to use neutral facilitator

B. Reason for the request for modification:

Additional time and funding to complete assessment.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: A deep knowledge of skill and experience in the areas of Child Welfare and federal and state policy. Best practice suggests neutral party as best to consult with Department on system assessments and updates.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1823, Senior Administrative Analyst;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No

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

Not Applicable

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

- A. Explain why civil service classes are not applicable.
This system improvement process is mandated every 5 years, plus best practice recommends neutral party
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No, it would not be practical to adopt a new class for an every 5 year system improvement

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. It would not be practical to train employees for an every 5 year system improvement.
- C. Are there legal mandates requiring the use of contractual services?
1997 Adoptions and Safe Families Act (ASFA)
- 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 04/09/24, the Department notified the following employee organizations of this PSC/RFP request:

Prof & Tech Eng, Local 21; Management & Superv Local 21;

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

Name: Tara Alvarez Phone: Email: tara.alvarez@sfgov.org

Address: 1650 Mission Street, Suite 500, San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 39371 - 23/24

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/20/2024

Receipt of Union Notification(s)

Alvarez, Tara (HSA)

From: dhr-psccordinator@sfgov.org on behalf of tara.alvarez@sfgov.org
Sent: Tuesday, April 9, 2024 3:01 PM
To: Alvarez, Tara (HSA); sportillo@ifpte21.org; jharding@ifpte21.org; agarza@ifpte21.org; amakayan@ifpte21.org; jnuti@ifpte21.org; kdavis@ifpte21.org; mweirick@ifpte21.org; ewallace@ifpte21.org; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; Kristen Schumacher; l21pscreview@ifpte21.org; Leone, Elizabeth (HSA); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Modification Request to PSC # 39371 - 23/24 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The HUMAN SERVICES -- DSS has submitted a modification request for a Personal Services Contract (PSC) for \$20,357 for services for the period May 1, 2024 – June 30, 2025. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

If SEIU is one of the unions that represents the classes you identified in the initial PSC and the cumulative amount of the request is over \$100,000, there is a 60 day review period for SEIU

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/22222>

Email sent to the following addresses: L21PSCReview@ifpte21.org kschumacher@ifpte21.org tmathews@ifpte21.org wendywong26@yahoo.com WendyWong26@yahoo.com ewallace@ifpte21.org mweirick@ifpte21.org kdavis@ifpte21.org jnuti@ifpte21.org amakayan@ifpte21.org agarza@ifpte21.org jharding@ifpte21.org sportillo@ifpte21.org

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: HUMAN SERVICES -- DSS

Dept. Code: DSS

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

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

Type of Service: Consulting

Funding Source: Federal, State, Local

PSC Amount: \$100,000

PSC Est. Start Date: 09/01/2023

PSC Est. End Date 06/30/2024

1. Description of Work

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

Provide consultation, technical assistance, facilitation and report writing services in order for San Francisco County to complete the mandated County Self-Assessment (CSA) portion of the C-CFSR (California Mandated County Self-Assessment). This mandated process guides the completion of the five (5)-year San Francisco Child Welfare System Improvement Plan (SIP).

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

This 5 year system improvement plan is Federally and State mandated and consequences of denial could include Federal and State sanctions and the SF Child Protective Service not staying within Federal compliance. Failure to comply could result in defunding Title IV-E federal funding that child welfare uses to provide protective services.

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.

This services has been provided through a contract in the past

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):

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

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

☒ Regulatory or legal requirements, or requirements or mandates of funding source(s) which limit or preclude the use of Civil Service Employees. Include a copy of the applicable requirement or mandate.

B. Explain the qualifying circumstances:

Required by federal law every five years with best practice to use neutral facilitator

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: A deep knowledge of skill and experience in the areas of Child Welfare and federal and state policy. Best practice suggests neutral party as best to consult with

Department on system assessments and updates.

B. Which, if any, civil service class(es) normally perform(s) this work? 1823, Senior Administrative Analyst;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No

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

The City has not made efforts; best done by unbiased 3rd party

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

A. Explain why civil service classes are not applicable.

This system improvement process is mandated every 5 years, plus best practice recommends neutral party

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, it would not be practical to adopt a new class for an every 5 year system improvement

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. No. It would not be practical to train employees for an every 5 year system improvement.

C. Are there legal mandates requiring the use of contractual services?
Yes. 1997 Adoptions and Safe Families Act (ASFA)

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 08/29/2023, the Department notified the following employee organizations of this PSC/RFP request:
Management & Superv Local 21; Prof & Tech Eng, Local 21

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

Name: Tara Alvarez Phone: Email: tara.alvarez@sfgov.org

Address: 1650 Mission Street, Suite 500 San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 39371 - 23/24

DHR Analysis/Recommendation:
Commission Approval Not Required
Approved by DHR on 10/02/2023

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING

Dept. Code: HOM

Type of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 44853 - 21/22)

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

Type of Service: Strategic Initiatives Consulting Services

Funding Source: General Funding

PSC Original Approved Amount: \$7,800,000

PSC Original Approved Duration: 07/01/22 - 06/30/27 (5 years)

PSC Mod#1 Amount: \$9,000,000

PSC Mod#1 Duration: no duration added

PSC Cumulative Amount Proposed: \$16,800,000

PSC Cumulative Duration Proposed: 5 years

1. Description of Work

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

The Department of Homelessness and Supportive Housing (HSH) requires consultants to deliver several time-limited and/or as-needed projects/services, including a strategic framework review/progress report for HSH's five-year strategic framework; as-needed community and stakeholder engagement to inform needs and strategy; strategic planning; systems modeling to develop funding priorities; provide facilitation, coaching and planning services to support HSH's organizational development and the development of the executive leadership and management teams; Homelessness Response System capacity building; system-wide capacity-building services, including capacity-building services for the temporary shelter system and temporary shelter system training, policy, and procedure manual; equity impact analysis and recommendations for HSH-funded programs; review professional development opportunities to ensure alignment with HSH equity action plan and other equity goals; assistance with disaster preparedness planning; assistance with building trust and optimizing collaboration with homeless service contractors and other community partners; evaluation of HSH-funded programs and strategies; as-needed grant writing to secure non-local funding as opportunities arise; and time-limited project management support to HSH.

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

Inability to contract for the above services would prevent HSH and the City from strategically prioritizing funding based on equity and need, building its capacity, and creating a Strategic Plan to set, measure, and meet its goals and objectives. These plans are required for the Department to receive state funding starting in 2022.

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.

A Consultant was selected by HSH through competitive RFP process in 2017 and authorized by CSC via PSCs 2006 08/09 and 46663 17/18. The services included in this request expand the existing work and reflect the department's growth and City-wide priorities.

D. Will the contract(s) be renewed?

Yes, if there is additional need for these services.

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:

N/A

2. Reason(s) for the Request

A. Display all that apply

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

☒ Circumstances where there is a demonstrable potential conflict of interest (e.g., independent appraisals, audits, inspections, third party reviews and evaluations).

Explain the qualifying circumstances:

Civil Services classes are not applicable because the Strategic Initiatives do not have a regular, recurring schedule. There may be a demonstrated potential of conflict of interest because analysis must be done by employees that are impartial.

B. Reason for the request for modification:

The PSC is being amended to account for additional hours needed to support San Francisco's five-year strategic plan, Home by the Bay, to prevent and end homelessness. HSH will continue to need support in a few targeted areas that HSH is not yet equipped to take on. Additional hours are needed that were not originally accounted for in the initial PSC request, such as:

- Very limited capacity in HSH's Planning, Performance, and Strategy (PPS) team in the first two years, which required more upfront consultant support from Focus, Talent Poole, and HMA to support various HSH initiatives. Even though HSH has built out more team capacity, there is still a need for ongoing support for new PPS staff.
- Increase in demand and need for the unique skill set to create processes to embed and compensate People with Lived Experience (PWLE) in HSH decisions, participatory action community engagement which Talent Poole helped build infrastructure for.
- Ad hoc requests for special reports such as "A Place for All" that weren't previously planned and systems modeling as HSH redesigns programs, which Focus Strategies continues to provide.

• HSH leadership transitions and gaps have also resulted in the need to rely more on consultants and their expertise/knowledge and required more executive coaching from the Impact Center.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: The specific skills will vary based on the type of project/services provided. However, all consultants must have experience in working with municipalities/organizations that provide social services or services to people experiencing homelessness.

B. Which, if any, civil service class(es) normally perform(s) this work? 1824, Pr Administrative Analyst; 0922, Manager I; 0923, Manager II; 0931, Manager III; 0932, Manager IV;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No.

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

Civil Services classes are not applicable because the services are highly specialized per the scope of work required. In addition, the work is time-limited and project-bound and/or will occur on an as-needed basis, and may pose a conflict-of-interest if performed by City staff, as HSH would like consultants who are impartial to carry out required work.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: It would not be practical to adopt a new civil service class because the work is time-limited and not regular. The work may also fall under the conflict-of-interest category, as HSH would like consultants who are impartial to carry out required analyses, recommendations, and community engagement, for example.

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.
The consultants will provide Executive Coaching (Impact Center/Talent Poole). The training hours are still to be determined. Trainees will include HSH Executive staff.
- 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 04/05/24, the Department notified the following employee organizations of this PSC/RFP request:

Municipal Executive Association; Management & Superv Local 21;

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

Name: Monique Colon Phone: 4153555230 Email: monique.colon@sfgov.org

Address: 440 Turk Street, San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 44853 - 21/22

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/20/2024

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of monique.colon@sfgov.org
To: [Colon, Monique \(HOM\); andrea@sfmea.com; Laxamana, Junko \(DBI\); Criss@sfmea.com; christina@sfmea.com; staff@sfmea.com; jnuti@ifpte21.org; kdavis@ifpte21.org; mweirick@ifpte21.org; ewallace@ifpte21.org; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; Kristen.Schumacher; l21pscreview@ifpte21.org; Bellamy, Latasha \(HOM\); DHR-PSCCoordinator, DHR \(HRD\)](mailto:Colon, Monique (HOM); andrea@sfmea.com; Laxamana, Junko (DBI); Criss@sfmea.com; christina@sfmea.com; staff@sfmea.com; jnuti@ifpte21.org; kdavis@ifpte21.org; mweirick@ifpte21.org; ewallace@ifpte21.org; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; Kristen.Schumacher; l21pscreview@ifpte21.org; Bellamy, Latasha (HOM); DHR-PSCCoordinator, DHR (HRD)@sfmea.com)
Subject: Receipt of Modification Request to PSC # 44853 - 21/22 - MODIFICATIONS
Date: Friday, April 5, 2024 4:06:37 PM

PSC RECEIPT of Modification notification sent to Unions and DHR

The DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING -- HOM has submitted a modification request for a Personal Services Contract (PSC) for \$9,000,000 for services for the period July 1, 2024 – June 30, 2027. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

If SEIU is one of the unions that represents the classes you identified in the initial PSC and the cumulative amount of the request is over \$100,000, there is a 60 day review period for SEIU

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/22235>

Email sent to the following addresses: L21PSCReview@ifpte21.org
kschumacher@ifpte21.org tmathews@ifpte21.org wendywong26@yahoo.com
WendyWong26@yahoo.com ewallace@ifpte21.org mweirick@ifpte21.org
kdavis@ifpte21.org jnuti@ifpte21.org staff@sfmea.com Christina@sfmea.com
Criss@SFMEA.com junko.laxamana@sfgov.org andrea@sfmea.com

Additional Attachment(s)

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D. Will the contract(s) be renewed?

Yes, if there is additional need for these services.

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.

Actual agreement terms may vary based on funding availability and future need, but shall not exceed 5 years.

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).

☒ Circumstances where there is a demonstrable potential conflict of interest (e.g., independent appraisals, audits, inspections, third party reviews and evaluations).