

contract amendment evaluation. In the event of a discrepancy between the Contractor estimates and amounts earmarked for Phase 2, Contractor and City agree in good faith to either amend the scope of Phase 2 to fit within the amounts earmarked, or revise the budget and schedule for Phase 2 to achieve the desired requirements defined in Phase 1.

1.7.3.2. Training Planning

The training planning activity will confirm assumptions about the number of staff requiring training. The staff breakdown across system functional areas required for training is expected to be executed in Phase 2, which is included as part of Appendix A. The number and type of training classes required will be finalized as part of this activity.

The training plan will document how training will be delivered throughout the stages of the Project, will outline the training work plan, and identify training-related roles and responsibilities.

Deliverable Description	Tasks	Deliverable Output	Responsibility
Software Configuration/Design Decisions	Conduct design workshops	Updated RTM with system design decisions	Contractor with City Support
Conceptual/Functional Design Document	Configuration Plan and Conceptual Design	Conceptual Design Document	Contractor
Scope and Requirements Definition	The summary of analysis, high level system design concepts, any gaps identified and any implementation planning recommendations.	1. Scope and Requirements Document 2. Phase 2 Project budget and schedule	Contractor with City Support
Training Plan	The training plan will document how training will be delivered throughout Phase 2 of the project, will outline the training work plan, and identify training-related roles and responsibilities.	Training Plan Document	Contractor with City Support

1.8. Project Milestones – Phase 1

Major Project milestones are identified in the table below. Major Milestones represent key Project checkpoints that are to be tracked with progress against plan (e.g., early, on-time, late) and percent complete and reported in the monthly project status reports. A milestone is considered complete once all associated deliverables have been accepted by City. All milestones that are behind schedule must be clearly identified in the status report along with a corrective action plan to bring each milestone back on schedule. The final project schedule will be defined and approved in collaboration with the City project manager during the Phase 1 Initiation stage. The Project schedule consists of the following milestones:

1.8.1. Project Initiation

- 1.8.2. Project Management Plan Approval
- 1.8.3. Project Schedule Approval
- 1.8.4. Completion of Dynamics365 Installation in the City Microsoft Government Certified Cloud
- 1.8.5. Initiation Stage Complete
- 1.8.6. Requirements Traceability Matrix (RTM) Approval
- 1.8.7. Data Migration Plan Approval
- 1.8.8. Interface Management Plan Approval
- 1.8.9. Define Phase Complete
- 1.8.10. Scope and Requirements Document
- 1.8.11. Conceptual Functional Design Document Approval
- 1.8.12. Training Plan

1.9. Acceptance Criteria

Contractor shall submit all Project Deliverables to the City Project Manager. Documentation shall be delivered in electronic version.

Throughout the term of this SOW, City will review and validate Contractor deliverables prior to final acceptance. Work product acceptance criteria shall consist of the following:

- 1.9.1. Specific work is completed as specified and the final work product or service has been rendered.
- 1.9.2. Plans, schedules, requirements and/or design documentation, are approved and completed as specified.
- 1.9.3. All supporting documentation for work products are provided and complete.
- 1.9.4. All work products are presented to City in approved mutually agreed upon format.

1.10. Project Deliverable Acceptance Criteria

All Project Deliverables will be reviewed by City's Project Manager, and/or the Executive Sponsors. City's final approval of the deliverables will be granted by City's Project Management. City is governed by turnaround requirement specified below for approval of documents and deliverables.

- 1.10.1. Following delivery of each Project Deliverable (non-software deliverables) Customer shall have a period of ten (10) business days ("Acceptance Review Period") to verify each project deliverable meets expectations. If the Customer requires more than 10 days, Contractor reserves the right to assess the impact and; if warranted, issue a change request that may impact the project timeline and/or costs. "Acceptance Review Period" to verify each project deliverable meets the requirements set forth in this Appendix A.

If, during the Acceptance Review Period, City determines that the deliverable does not meet the material specified requirements, City shall notify Contractor in writing. Contractor shall review the written notification and if the request reasonably represents a change to project or deliverable scope, then Contractor shall initiate the change control procedures.

Following delivery of each modification, City shall have five (5) business days to verify each modification on the delivery date before notifying the Contractor that it is either accepting or rejecting the modification.

1.11. Areas Out of Scope

Anything not specifically listed as in scope will be considered out of scope. Specifically, the following products and services are not included in the scope of this SOW:

- 1.11.1. Anything outside of the functional areas listed in Appendix A – Functional Areas
- 1.11.2. Reporting other than 20 OOTB reports. Including report modifications and custom reports
- 1.11.3. Testing
- 1.11.4. Phase 1 End User Training
- 1.11.5. Any modifications or customizations
- 1.11.6. Data Mapping or Migration (Planning activities will be conducted in Phase 1. Remaining activities will be conducted in Phase 2.)
- 1.11.7. Integrations (Planning activities will be conducted in Phase 1. Remaining activities will be conducted in Phase 2)

1.12. Assumptions

The following general assumptions have been made in the development of Contractor's plan and associated fee and schedule estimates as they relate to this Project. Therefore, all estimates set forth in this SOW are contingent upon the accuracy of these assumptions and are subject to the change control procedure as defined in the Software License and Maintenance Agreement should any assumption turn out to be inaccurate.

1.12.1. General Project

- 1.12.1.1. Contractor shall have no obligation to provide services other than those specified in this SOW for Phase 1 and included in the Scope. City may, from time to time, request changes to the scope of the Services herein or Contractor, in good faith, may determine that this SOW must be revised to complete the Services on the terms set forth therein (each, a "Change Request"). In response to any such Change Requests from either party, the parties will comply with the Change Control Process; provided that, unless and until City approves in writing a Change Request, nothing herein modifies, limits, or eliminates Contractor's obligation to perform all the Services set forth in the Scope.
- 1.12.1.2. Services will be provided both on-site at City facilities identified in this SOW and remotely as required.
- 1.12.1.3. All dollars are shown in USD.
- 1.12.1.4. City will use standard delivered Software functionality and business processes where reasonably possible. Contractor and City will address any unique requirements or business processes during the Define and Design Stages.
- 1.12.1.5. City will appoint subject matter experts for key functional areas. The role of the subject matter expert is to provide business requirements, make design decisions, and validate that the Software and design meets requirements. These resources will be available for all Project related meetings and tasks as necessary throughout the duration of the Project.

- 1.12.1.6. A Project work area will be dedicated in City's location for the duration of the Project with workstations and ports to allow access to the Software and internet as well as external monitors for connection to consultant laptops for optimal productivity. Remote access will be provided to the Project team throughout the Project to enable remote configuration and support. Contractor staff with access to CORI-CLETS will be compliant with the access requirements imposed by the CLETS Policies, Practices and Procedure Manual to include a background check, LiveScan fingerprinting and mandated training.
- 1.12.1.7. Contractor will conduct Project activities with a single City core Project team. Duplicate activities across multiple teams, locations, or companies are out of scope.
- 1.12.1.8. Informal knowledge transfer (also referred as "peer-to-peer-training") will be provided throughout the Project. Informal knowledge transfer is defined as City's staff working alongside Contractor staff. No formal training materials will be developed or delivered as part of informal knowledge transfer.
- 1.12.1.9. All required system integrations have been identified and communicated to Contractor.
 - 1.12.1.9.1. Contractor team members will not be available at certain times during the expected timeframe of this Project to accommodate Contractor holidays, scheduled Contractor team meetings, and scheduled team member commitments, training, and vacation dates. Scheduled Contractor team meetings, commitments, training, and vacation dates that will impact the expected timeframe of this Project must be provided to City two (2) weeks in advance to ensure the modified timeline is accepted by City and Contractor. Contractor will communicate these dates with reasonable notice over the course of the Project as part of ongoing planning and status meetings. During Project Phase 1 initiation and planning, Contractor shall furnish City team with a formal Contractor holiday schedule.
 - 1.12.1.9.2. City will access Software from devices meeting Microsoft-provided compatibility requirements. Devices that are not listed by Microsoft are out of scope.
- 1.12.1.10. City will consider Contractor as its Microsoft Partner of Record consistent with the City Microsoft Agreement prior to the start of the Project. This Microsoft requirement allows Contractor consultants access to City's account information enabling efficient support during, and after, the Project.
- 1.12.1.11. City will provide Contractor Project staff a mutually agreed user - licenses to access the Software during the Project
- 1.12.1.12. Budget and/or schedule increases incurred from the following are subject to a Change Request:
 - 1.12.1.12.1. Additional requirements and scope not originally included in scope of this SOW are subsequently included in scope.
 - 1.12.1.12.2. 2.12.1.16.2. Delays and rework caused by City or Contractor related to a request for material change in the Scope of Work Delays and rework that are not within the scope of Contractor's responsibility

- 1.12.1.12.3. Delays and rework caused by any third-party contracted directly through City
- 1.12.1.12.4. Delays and rework caused by a third-party software vendor or third-party vendor's software product performance
- 1.12.1.12.5. Delays due to force majeure events
- 1.12.1.13. Material deviations from the Project methodology guidelines can have a significant bearing on Contractor's ability to deliver the Project within the parameters defined in this SOW. As such, any material deviation from Contractor established methodology will be subject to the Project Change Control Process.
- 1.12.1.14. Services estimates are for a 4 month project period per section 1.15 of this Agreement.
- 1.12.1.15. City will use standard Software functionality and business processes resident within the software where reasonably possible.
- 1.12.1.16. Except for on-site business (in the event of no COVID constraints) activities in Phase 1, all services will be provided remotely for this project. If onsite assistance is required, six (6) Contractor visits will be scheduled for each phase of the project. Additional on-site assistance beyond the agreed six (6) visits will be provided as an additional cost for travel and expense.
- 1.12.1.17. Contractor agrees to provide City a copy of the California DOJ CJI Addendum for JMS Offender360 MS GCC hosting before project initiation in the Microsoft GCC.
- 1.12.1.18. All environments will be hosted in the Microsoft GCC.
- 1.12.1.19. All cost estimates are good for 120 days.

1.13. Project Management

- 1.13.1. Contractor will provide Project oversight services to coordinate the activities of the team of Contractor consultants providing Services applicable to the Project.
- 1.13.2. At Contractor's discretion depending on requirements, a Contractor project coordinator may be assigned to the Project at the initiation stage or later. Included as part of the agreed budgeted project management hours, a project coordinator's time is billable. The project coordinator assumes some of the Contractor project manager's administrative responsibilities, including:
 - 1.13.2.1. Resource scheduling
 - 1.13.2.2. Project plan updates
 - 1.13.2.3. Preparation of status reports
- 1.13.3. City shall review all Contractor status reports, deliverables, or service within ten (10) business days. The Project Delivery Acceptance Criteria shall apply.
- 1.13.4. City will report any quality or personnel issues directly to the Contractor project manager within five (5) business days of City's actual knowledge of the occurrence.
- 1.13.5. The City and Contractor project managers will setup a series of scheduled status meetings to review Project status, open items, and identified Project risks. Meeting frequency and format will be mutually agreed.

- 1.13.6. City and Contractor will form a Steering Committee which will include key stakeholders and each organization's respective project managers. Meeting frequency and format will be mutually agreed.

1.14. Change Control Procedure

- 1.14.1. Either Party may submit a written request for a Contract Change to the other Party (Change Request). The receiving Party will evaluate the Change Request and deliver to the requesting Party a written response within fifteen (15) Business Days following receipt of the change Request. In respect of City requested changes, Contractor's response may include associated proposed operational, financial, and other modifications to the SOW and Services that Contractor believes reasonable to implement this Agreement Change (Change Proposal).
- 1.14.2. Neither a Change Request nor a Change Proposal have a mandated format, except that Change Requests and Change Proposals must be reasonably sufficient for the receiving Party to understand the request or proposal (as applicable).
- 1.14.3. To the extent the Parties agree in writing to implement a Contract Change, the Parties will promptly implement, and document matters related to this Agreement Change to the extent reasonably necessary. For example, a minor operational Contract change will most likely not require significant documentation beyond the exchanges regarding this Agreement Change; while more significant Contract Changes may require an amendment to the applicable Contract.
- 1.14.4. To the extent that a Party makes agreement to a Contract change conditional (including where Contractor provides City with a Change Proposal), the other Party will decide in its sole discretion to either accept, reject or negotiate such conditions. Neither Party will be required to implement a Contract Change until and unless any applicable conditions are agreed upon, and either Party may cease negotiations as any time and for any reason. To the extent a Contract Change's conditions are successfully negotiated, the Parties must promptly implement this Agreement Change as agreed and document matters to the extent reasonably necessary. Until such time as the change is accepted by either party, Contractor shall continue to supply the Services as originally agreed.

1.15. Project Schedule Estimate

Based on the services outlined and subject to change, the Project schedule is estimated at seventeen (17) weeks beginning with the Project Kickoff.

The Project will commence at a mutually agreed time following the execution of this SOW.

Below Table outlines the project duration for Phase 1. The first column lists the project deliverables, the second column lists the Project Deliverable(s) initials and columns (1) through (17) represent the duration of the Project in Week(s).

		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
Project Initiation	PI																	
Scope And Requirements	SR																	
Design	DE																	
System Build	BU																	
User Acceptance Testing	UAT																	
End-User Training	TR																	
Go-Live and Support	GLS																	
Project Management	PM																	
Change Readiness Assessment	CRA																	
Change Management Support	CM																	

1.16. Phase 2 – will be defined under a separate SOW. Major Project milestones are identified below. Major Milestones represent key Project checkpoints that are to be tracked with progress against plan (e.g., early, on-time, late) and percent complete and reported in the monthly project status reports. A milestone is considered complete once all associated deliverables have been accepted by City. All milestones that are behind schedule must be clearly identified in the status report along with a corrective action plan to bring each milestone back on schedule. The final Project schedule will be defined and approved in collaboration with the City project manager during the Phase 2 Initiation stage. The Project schedule will include, but is not limited to, the following milestones:

- 1.16.1.1. Project Initiation
- 1.16.1.2. Project Schedule Approval
- 1.16.1.3. Update Phase 1 Artifacts
- 1.16.1.4. Initiation Stage Complete
- 1.16.1.5. Prototype – Build Review 1
- 1.16.1.6. Prototype – Build Review 2
- 1.16.1.7. Prototype – Build Review 3
- 1.16.1.8. Business Process Testing
- 1.16.1.9. Data Migration Testing
- 1.16.1.10. Integration Testing
- 1.16.1.11. System Test
- 1.16.1.12. User Acceptance Testing
- 1.16.1.13. T-3 Training
- 1.16.1.14. Deployment/Go-Live Support

1.17. Phase 2 Project deliverables will be outlined in a new SOW executed between Contractor and City. The Parties understand and agree that incorporation of the new Phase 2 SOW will require mutual agreement and the execution of a formal contract modification in accordance with Section 11.5 (Modification of this Agreement).

1.18. The billing schedule provisions in Appendix C Section 1.3.3 is earmarked and contingent on the satisfactory completion of Phase 1. Section 1.3.3 is subject to review and execution of the Phase 2 SOW and contract amendment evaluation.

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: SHERIFF

Dept. Code: SHF

Type of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 44721 - 17/18)

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

Type of Service: Install, configure, and implement a Jail Management System

Funding Source: General Fund

PSC Original Approved Amount: \$600,000

PSC Original Approved Duration: 07/01/18 - 06/30/23 (5 years)

PSC Mod#1 Amount: \$3,205,440

PSC Mod#1 Duration: 04/01/21-03/31/26 (2 years 39 weeks)

PSC Cumulative Amount Proposed: \$3,805,440

PSC Cumulative Duration Proposed: 7 years 39 weeks

1. Description of Work

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

Install, configure, and implement a Jail Management System (JMS) software solution; along with software licenses, professional services, training, maintenance, and support. The JMS is required by SFSD to streamline and manage jail operations and inmate movements, automate booking and jail release functions, housing classification, and manage incarceration records.

Scope Change

The overall scope remains unchanged. The Sheriff's Office evaluation provided more detail to the business processes and functional requirements. The scope will include project initiation, business analysis and requirements definition, data migration analysis and planning, interface analysis and planning, functional design considerations, as well as a training framework/training plan.

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

The current JMS has exceeded its useful life and is not scalable to work in conjunction with the SFSD's existing Microsoft Dynamic Customer Relationship Management (CRM) licenses. Denial of this request will prevent SFSD from: 1) Effectively and efficiently complying with various California laws that mandate the sharing of SFSD data with the State and law enforcement agencies. 2) Updating an antiquated legacy application, to ensure critical functionality for departmental operations; and it will restrict SFSD's ability to collect, analyze, and share data for its operational decision-making.

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.

Current New World JMS has been in place since 2005. Original contract was administered by the Department of Technology.

D. Will the contract(s) be renewed?

The annual software license and maintenance will be renewed if accepted and deployed in the production environment following testing.

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 initial PSC had a contract period of 5 years with a start date of 7/01/2018. The Sheriff's Office's 12-month evaluation of the non-production DXC software was delayed and did not begin until 01/01/2019. The contract was set to continue only if funding was available and the department elected to do so. The initial scope did not have the 12-month evaluation factored in the contract duration. The modification will add an additional year to our original PSC, from 5 years to 6 years.

2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:

Following several meetings with the Committee on Information Technology (COIT), the SFSD determined the specific engineering skills with required experience in a county jail environment resulted in a service that is not available through the City. In addition, the JMS solution would be proprietary software application.

B. Reason for the request for modification:

The Sheriff's Office procured an initial non-production DXC Offender360 license for a 12-month evaluation funded by COIT for \$250,000. The Sheriff's Office confirmed that DXC Offender360 meets the Corrections Technology Association's (CTA) correctional standards for information management systems that are tightly integrated "out of the box." The Sheriff's Office is proposing to amend the existing DXC contract by increasing the PSC amount from \$600,000 to \$3,600,000 and extending the expiration date to 03/31/2026. Amending the existing DXC contract will accommodate and facilitate the procurement and implementation of a complete production of Offender360. The current New World/Tyler Sheriff Jail Management System (JMS) is limited in features and functionality required to efficiently operate and manage the San Francisco Sheriff's Office Jails. The current system also limits the Sheriff's Office's ability to share and integrate information with its Justice partners because the system is outdated. By amending the contract, the proposed Offender360 Jail Management System will allow the Sheriff's Office to modernize its Jail Management System processes and enables the Sheriff to comply with the DOJ, CLETS, CJI, NCIC penal codes in managing the operations involving justice involved persons and the superior courts system.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Database and software engineering specific to a county jail environment.

B. Which, if any, civil service class(es) normally perform(s) this work? none

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

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

Following several meetings with the Committee on Information Technology (COIT), the SFSD determined the specific engineering skills with required experience in a county jail environment resulted in a service that is not available through the City. In addition, the JMS solution would be proprietary and the contractor do not authorize any third party to provide products or services related to their software.

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 proprietary nature of the application software will not allow for any third party to perform work related to the solution.

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 Contractor will provide user training workshops to approximately 8 - 10 SFSD staff. The training will be 8 hour sessions per day. There will be four 2-day training workshops, totaling 64 hours. The training will cover necessary topics associated with Information Technology administration training for staff to configure the JMS prototype to business requirement specification and update the prototype per stakeholders feedback.

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.

Yes, amend current approved contract with DXC .

7. Union Notification: On 11/30/20, the Department notified the following employee organizations of this PSC/RFP request:

all unions were notified

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

Name: Henry Gong Phone: 415-554-7241 Email: henry.gong@sfgov.org

Address: 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 44721 - 17/18

DHR Analysis/Recommendation:

01/04/2021

Commission Approval Required

Approved by Civil Service Commission

01/04/2021 DHR Approved for 01/04/2021

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH

Dept. Code: DPH

Type of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 49509 - 13/14)

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

Type of Service: Medical Dictation, As-needed Transcription Svcs. at SFGH, LHH

Funding Source: General Fund

PSC Original Approved Amount: \$3,981,376 PSC Original Approved Duration: 07/01/14 - 12/31/19 (5 years 26 weeks)

PSC Mod#1 Amount: \$7,478,784 PSC Mod#1 Duration: 06/01/18-05/31/24 (4 years 21 weeks)

PSC Mod#2 Amount: \$3,000,000 PSC Mod#2 Duration: 06/01/24-05/31/29 (5 years 1 day)

PSC Cumulative Amount Proposed: \$14,460,160 PSC Cumulative Duration Proposed: 14 years 48 weeks

1. Description of Work

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

Vendor will provide efficient, specialized, state-of-the-art equipment—a hardware and dictation software system—to record, maintain and store voice files of dictation of San Francisco General Hospital Medical Center (SFGHMC) and Laguna Honda Hospital (LHH) medical staff, with interfaces with standard software used for creating medical charts and progress notes. The system will support quick turnaround time for SFGHMC and LHH Transcriptionists on a 24/7 basis, with the capability of tracking up to 500 individual staff's dictation. This PSC is requested for five years or more as the Department expects the need for these services to continue and funding to be available. The services are critical to providing quality patient care and providing the documentation needed for treatment, evaluation, billing, and legal purposes.

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

Use of technology for these services is a long-established industry standard fully integrated into modern health care operations as is needed at SFGHMC and LHH. Denial would compromise both hospitals' abilities to provide quality patient care and might result in adverse outcomes.

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 49509-13/14

D. Will the contract(s) be renewed?
Yes, if funding is available.

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why:
The cumulative duration of this PSC will extend beyond 5 years as the Department anticipates an ongoing need to provide as-needed transcription services in order to provide quality patient care.

2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:

Vendor will provide a hardware and dictation software system to record, maintain and store voice files of dictation of San Francisco General Hospital Medical Center (SFGHMC) and Laguna Honda Hospital (LHH) medical staff, with interfaces for standard software used for creating medical charts and progress notes, allowing quick turnaround on a 24/7 basis, with the capacity of tracking dictation of up to 500 individual staff.

B. Reason for the request for modification:

To extend the duration an additional 5 years, with a corresponding increase in amount, in order to continue support of current and ongoing software, transcription, speech recognition software, and transcription services. Such software,

licenses, systems and services will include ongoing software maintenance and hosting, critical for the Electronic Health Records Project. Due to the advancement in technology and automation software, the number of onsite transcriptionists have reduced over the years with the help of software advancements. The current extension is for approximately one transcriptionist the City intends to contract through Contractor.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Vendor must have an efficient hardware and dictation software system to provide services as described.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1440, Medical Transcriber Typist;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, vendor will provide efficient hardware and dictation software system capable of providing the services described above.

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.
Use of technology for these services is a long-established industry standard fully integrated into modern health care operations as is needed at SFGHMC and LHH. The Department does not anticipate sufficient funding or operations to provide the number of FTEs necessary to approximate this technology.
- 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, there are existing classifications that perform transcription services, as noted above.

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.
There will not be a training component in the contract.
- 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 01/22/24, the Department notified the following employee organizations of this PSC/RFP request: 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: Reanna Albert Phone: 628-271-6178 Email: reanna.albert@sfdph.org

Address: 1380 Howard Street #421b, San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 49509 - 13/14

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/20/2024

Receipt of Union Notification(s)

Albert, Reanna (DPH)

From: dhr-psccordinator@sfgov.org on behalf of reanna.albert@sfdph.org
Sent: Monday, January 22, 2024 10:04 AM
To: Albert, Reanna (DPH); oumar.fall@seiu1021.org; cade.crowell@seiu1021.org; SF-DHR-Info@seiu1021.org; max.porter@seiu1021.org; Jason Klumb; Laxamana, Junko (DBI); sarah.wilson@seiu1021.org; Thomas Vitale; Ricardo.lopez@sfgov.org; Kbasconcillo@sfgwater.org; Sandeep.lal@seiu1021.me; pcamarillo_seiu@sbcglobal.net; Wendy Frigillana; pscreview@seiu1021.org; ted.zarzecki@seiu1021.net; leah.berlanga@seiu1021.org; davidmkersten@gmail.com; XiuMin Li; Sin.Yee.Poon@sfgov.org; David Canham; jtanner940@aol.com; Li, Joanna (DPH); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Modification Request to PSC # 49509 - 13/14 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The PUBLIC HEALTH -- DPH has submitted a modification request for a Personal Services Contract (PSC) for \$3,000,000 for services for the period June 1, 2024

– May 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/11304>

Email sent to the following addresses: jtanner940@aol.com david.canham@seiu1021.org Sin.Yee.Poon@sfgov.org xiumin.li@seiu1021.org davidmkersten@gmail.com leah.berlanga@seiu1021.org ted.zarzecki@seiu1021.net pscreview@seiu1021.org Wendy.Frigillana@seiu1021.org pcamarillo_seiu@sbcglobal.net Sandeep.lal@seiu1021.me Kbasconcillo@sfgwater.org Ricardo.lopez@sfgov.org thomas.vitale@seiu1021.org sarah.wilson@seiu1021.org junko.laxamana@sfgov.org jason.klumb@seiu1021.org max.porter@seiu1021.org SF-DHR-Info@seiu1021.org cade.crowell@seiu1021.org oumar.fall@seiu1021.org

Additional Attachment(s)



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

LONDON N. BREED
MAYOR

Sent Via Electronic Mail

December 21, 2018

F. X. CROWLEY
PRESIDENT

ELIZABETH SALVESON
VICE PRESIDENT

DOUGLAS S. CHAN
COMMISSIONER

KATE FAVETTI
COMMISSIONER

SCOTT R. HELDFOND
COMMISSIONER

MICHAEL L. BROWN
EXECUTIVE OFFICER

NOTICE OF CIVIL SERVICE COMMISSION ACTION

**SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED
PERSONAL SERVICES CONTRACT NUMBER 49509-13/14 WITH
THE DEPARTMENT OF PUBLIC HEALTH.**

At its meeting on **December 17, 2018** the Civil Service Commission had for its consideration the above matter.

The Commission adopted the report and approved the request for the proposed Personal Services Contract listed above. 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

MICHAEL L. BROWN
Executive Officer

Cc: Jacquie Hale, Department of Public Health
David Canham, SEIU Local 1021
Xiu Min Li, SEIU Local 1021
Katherine Basconcillo
A. Blood
P. Camarillo, SEIU
Wendy Firgillana, SEIU Local 1021
David M. Kersten
Sandeep Lal, SEIU Local 1021
Ricardo Lopez
Sin Yee Poon, SEIU Local 1021
PSC Review, SEIU Local 1021
Joe Tanner
Thomas Vitale, SEIU Local 1021
Sarah Wilson, SEIU Local 1021
Ted Zarzecki, SEIU Local 1021
Commission File
Chron

Civil Service Commission

Civil Service Commission - December 17, 2018 - Minutes

Meeting Date:

December 17, 2018 - 2:00pm

Location:

City Hall - Room 400
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

Related Meeting Content:

[Agenda](#)

[Supporting Documents](#)

MINUTES

Regular Meeting

December 17, 2018

2:00 p.m.

ROOM 400, CITY HALL

1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

2:00 p.m.

ROLL CALL

President F. X. Crowley	Present
Vice President Elizabeth Salveson	Present (Left at 5:30 p.m.)
Commissioner Douglas S. Chan	Present
Commissioner Kate Favetti	Present
Commissioner Scott R. Heldfond	Present (Left at 4:07 p.m.)

President F.X. Crowley presided.

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S AGENDA (Item No. 2)

Steve Seltzer, United Public Workers for Action, there has been two Board of Supervisors audit committees meeting on systemic racism and practices of the City which has cost over \$70 million dollars. The Civil Service Commission is responsible for making sure that the Rules are followed, yet there's not a word in your agenda on what happened at these hearings. At the hearings City workers said that the Human Resources Director was responsible for illegal discrimination, systemic racism in the City and County of San Francisco. I find it astounding that this Human Resources Director is still in her position. I think there is a failure of accountability of this Commission. In fact, this Human Resources Director has promoted people who've been involved in illegal discrimination, harassment and bullying. The people of San Francisco demand an end to this and also the removal of this Human Resources Director.

Cheryl Thornton, I've come to speak about the malfeasance and systemic discrimination and misrepresentation of workers throughout the City's workforce. Minorities, as I have, faced systemic racism. I've been subjected to a hostile work environment where I was discriminated against on numerous occasions even after reporting these incidents to managers, department heads and city officials. I have not been protected. I sat for the 2593 Program Coordinator examination on October 22nd, was not afforded the opportunity for a reasonable accommodation, submitted an appeal to the Civil Service Commission on October 22nd but I was told in a letter that the Civil Service Commission is waiting for a staff report from

DHR. I asked to take the exam over with my accommodation. I am reachable but if I were given the reasonable accommodation I could have scored higher. I expect the Civil Service Commission and Ms. Callahan to look into this.

Ellen Lee Zhou, I am here to support my colleague Cheryl who spoke. We have been coming here to report to you issues about bribery, harassment, discrimination, extortion and retaliation. We have been trying every effort to save the City money so that public employees will not sue the City. Many public workers have been coming here and asking you to change legislation to protect our public resources. I am here again on behalf of our union SEIU 1021 and public services workers to ask you to think about legislation to really protect our City public employees. We are asking HR and the labor management division to have a tracking system. We want to know who has been complaining and how often, so we can hold people accountable. African Americans and people of color who are women have been harassed, retaliated, extorted and discriminated against.

Daniel Boreen, following up on the petition to decertify for upcoming negotiations. I just wanted to update the Commission that PERB has issued two charge identifiers. The first one is SF-DP-333E which may get changed to M and the attorney handling that for PERB is Laura Davis. The second is SF-DP-332M handled by attorney Jessica Kim. The reason why I bring that up is simply because PERB provides protection to employees for submitting a petition as opposed to this Commissions policy of requiring disclosure of those employees providing support for decertification. That's the reason why it was submitted to PERB.

APPROVAL OF MINUTES (Item No. 3)

Regular Meeting of December 3, 2018

Action: Adopted the minutes. (Vote of 5 to 0)

ANNOUNCEMENTS (Item No. 4)

Michael Brown, Executive Officer announced one change to the Agenda. On Item #12. A zero was left off in the description of the Rule 410. The zero was added and it has been changed on our website.

0413-
18-1

HUMAN RESOURCES DIRECTOR'S REPORT (Item No. 5)

Response to Commission's Request on Examination Score Reports.

Speaker: Micki Callahan, Department of Human Resources

**Public
Comment:** Steve Seltzer, United Public Workers for Action

Linda Simon, Department of Human Resources

Action: Accepted the report. (Vote of 5 to 0)

0419-
18-1

EXECUTIVE OFFICER'S REPORT (Item No. 6)

Civil Service Commission's Draft Goals and Objectives for Fiscal Year 2018-2019.

Speaker: Michael Brown, Executive Officer

**Public
Comment:** Daniel Boreen

Action: Adopted the Civil Service Commission's Goals and Objectives for Fiscal Year 2018-2019. (Vote of 5 to 0)

0423-18-1 Fiscal Years 2019-20 and 2020-21 Mayor's Budget Instructions and Department Budget Preparation Schedule. (Item No. 7)

Speaker: Sandra Eng, Civil Service Commission

Public Comment: Steve Seltzer, United Public Workers for Action

Daniel Boreen

Cheryl Thornton

Action: Directed Commission staff to prepare Fiscal Years 2019-21 Budget Request to maintain adequate staffing levels to meet current service needs; continue to negotiate amounts; present Budget Request at the Commission meeting of January 4, 2019; incorporate changes made by the Commission up to the Budget Request submission deadline; and approved to submit the Fiscal Years 2019-21 Budget Request to the Controller and the Office of the Mayor by February 21, 2019. (Vote of 5 to 0)

0415-18-8 Review of Request for Approval of Proposed Personal Services Contracts. (Item No. 8)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
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47570-18/19	General Services Agency – Public Works	\$3,600,000	The Consultants will provide as-needed environmental, scientific and laboratory consultation services to provide rapid and cost effective resolution of environmental issues encountered in maintenance dredging, dredge spoil disposal, hydrographic survey and coastal engineering. Consultants will review project plans, perform field surveys and sampling activities, perform specialized laboratory analyses, develop reports and assist in regulatory negotiations. Individual CSO's will define job/task specific scopes of work.	Regular	6/30/2024
47962-18/19	General Services Agency – Public Works	\$200,000	The consultant will develop various design schemes of possible new trash cans for Public Works to choose from. The design process will involve the use of 2D and 3D renderings to show form, color, material, and finishes, as well as small scale or large scale mock-ups for physical representation. A total of 3 final designs will be selected to go into prototype production and for actual testing on the streets. The consultant's service under this PSC will include working closely with a 3 rd party engineering team and prototype fabricator and provide coordination and oversight services during the prototype production period.	Regular	12/16/2020
41701-18/19	Public Health	\$10,000,000	Contractor(s) will provide as-needed, short-term, intermittent EPIC-credentialed training services to assist with the EPIC-Electronic Health Record (E H R) training methodology, program development, approach, resources, tasks and tools. Contractor(s) will present solutions for successful end-user training, adoption and assist the Department with recruiting and retaining credentialed trainer consultants specifically for the critical short-term go-live EPIC EHR transitional period.	Regular	9/30/2022
42303-18/19	Public Health	\$10,000,000	Contractor(s) will provide as-needed, short-term, intermittent services to assist with the EPIC EHR (Electronic Health Record) and EPIC MyChart Patient Portal Go-Live activation, adoption, logistical administration, surge user support, technology customer service desk functions, information technology incidents, web related problem management, strategic planning, training and implementation.	Regular	9/30/2022
42957-18/19	Public Utilities Commission	\$9,500,000	Provide engineering planning, assessment and design services on an as-needed basis to support projects for electric power transmission, power distribution, street lights, and distributed and central generation of all types (including interconnection facilities), and particularly renewable generation. Other work may include engineering or construction management support services. Such services could include: engineering	Regular	2/28/2024

consultation, preparation of conceptual and detailed stamped design drawings and specifications, the drafting and refining of Electric Services Guidelines and Standards, the review and evaluation of construction documents, construction management, and other services at the discretion of the San Francisco Public Utilities Commission (SFPUC).

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
42332-18/19	Public Utilities Commission	\$8,500,000	<p>Hetch Hetchy Water & Power's (HHWP) Renewal and Replacement Program (R&R) was developed to manage aging infrastructure, i.e., asset life extension of existing capital assets. This ongoing program includes understanding failure mechanisms, detection through comprehensive inspection and assessment, protection/correction. As part of this program, the SFPUC requires technical support or performing pipeline inspection services for steel pipe using HHWP's magnetic flux leakage tool, minor repair/replacement design projects, and developing various components of its R&R program for the San Joaquin Pipelines. The bulk of this Professional Services Contracts (PSC) will be for the condition assessment of The San Joaquin Pipelines (SJPLs) while a smaller portion will be used to supplement HHWP's Renewal and Replacement Program (R&R). The R&R program will be run and staffed by City engineers (San Francisco/HHWP) staff. The PSC does include supplemental task provisions for as-needed technical support.</p>	Regular	3/4/024
35070-14/15	Municipal Transportation Agency	<p>Current Approved Amount</p> <p>\$200,000</p> <p>Increase Amount Requested</p> <p>\$50,000</p> <p>New Total Amount Requested</p> <p>\$250,000</p>	<p>The contractor will have an as-needed support role for the San Francisco Municipal Transportation Agency (SFMTA) during peak periods of design requests and will prepare a wide variety of graphs, charts and maps to illustrate and provide comparative information on both proposed projects and projects under construction; prepare and design the format, page layouts and typography; and execute various types of plain and color art work for a variety of publications.</p> <p>Scope Change:</p> <p>No. ongoing graphic design projects can be completed by in-house graphic designers. This contractor is available as-needed during peak times.</p>	Modification	12/31/2019

47706-16/17	Public Health	Current Approved Amount	The initial engagement will be in support of a task force established by the Board of Supervisors in preparation for the possible legalization and regulation of adult use and possession of cannabis, the Cannabis State Legalization Task Force, begun in early 2016, to be active for a two-year period. The Task Force is comprised of 22 members, including non-voting representatives of City departments such Planning, Fire, Police, Building Inspection and Public Health and voting members from various sectors, including advocates, business and tourism sector representatives. Services will include assistance in planning; identifying best practices, legal mandates and other relevant information; determining the stakeholder needs, facilitating meetings and handling task force/project documentations and communications; development of findings and recommendations, and making large and small group presentations.	Modification	9/30/2020
		\$890,000			
		Increase Amount Requested			
		\$500,000			
		New Total Amount Requested			
		\$1,390,000			

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
48552-13/14	Recreation and Park Commission	Current Approved Amount	(i) Design Development Documents in sufficient detail and completeness to show and describe among other things, the size and character of the Improvements as to the architecture, structural, mechanical and electrical systems and materials. (ii) Preliminary (50%) Construction Documents, which shall generally include (a) site plans at appropriate scale showing the building, streets, walks, and other open spaces, with all land uses designated and all site development details and bounding streets, and points of vehicular and pedestrian access shown, (b) all building plans and elevations at appropriate scale, (c) building sections showing all typical cross sections at appropriate scale, floor plans, (e) preliminary tenant improvement plans, if applicable, (f) plans for public access areas, (g) outline specifications for materials, finishes and methods of construction, (h) exterior signage and exterior lighting plans, (i) material and color samples, and (j) roof plans showing all mechanical and other equipment.	Modification	3/1/2021
		\$838,000			
		Increase Amount Requested			
		\$746,000			
		New Total Amount Requested			
		\$1,584,000	Scope Change:		
			Changes in the phasing of the project resulted in additional expenditure related to construction documentation, construction administration, geotechnical work, and tenant improvements.		

Speaker: Stanley DeSouza, Department of Public Works

Public Comment: Steve Seltzer, United Public Workers for Action

Action: 1. Adopted PSC #47570-18/19. (Vote of 5 to 0)
2. Adopted the report. Approved the remaining request for proposed Personal Services Contracts; Notified the Office of the Controller and the Office of Contract Administration. (Vote of 5 to 0)

0411-18-1 Annual Review of Exempt and Non-Exempt Classifications at the San Francisco Municipal Transportation Agency. (Item No. 9)

Action: Adopted the Report. (Vote of 5 to 0)

0412-18-1 2018 Workforce Utilization Analysis Report. (Item No. 10)

Speakers: Janie White, Department of Human Resources

Anna Biasbas, Department of Human Resources

Micki Callahan, Department of Human Resources

Public Comment: Steve Seltzer, United Public Workers for Action

Cheryl Thornton

Daniel Boreen

Action: Adopted the report. (Vote of 5 to 0)

0416-18-8 Review of Request for Approval of Proposed Personal Services Contract Number 49509-13/14 with the Department of Public Health. (Item No. 11)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
49509-13/14	Department of Public Health	Current Approved Amount	Vendor will provide efficient, specialized, state-of-the-art equipment-a hardware and dictation software system-to record, maintain and store voice files of dictation of San Francisco General Hospital Medical Center (SFGHMC) and Laguna Honda Hospital (LHH) medical staff, with interfaces with standard software used for creating medical charts and progress notes. The system will support quick turnaround time for SFGHMC and LHH Transcriptionists on a 24/7 basis, with the capacity of tracking up to 500 individual staff's dictation. This PSC is requested for five years or more as the Department expects the need for these services to continue and funding to be available. The services are critical to providing quality patient care and providing the documentation needed for treatment, evaluation, billing, and legal purposes.	Modification	5/31/2024
		\$3,981,376			
		Increase Amount Requested			
		\$8,000,000			
		New Total Amount Requested			
		\$11,981,376	Scope Change: In addition to current software and systems related to dictation, transcription and speech recognition, the scope changes related to this PSC includes ongoing as-needed transcription services and project implementation services.		

November 5, 2018: Postponed approval of PSC #49509-13/14 to allow the Department to revise ending date and review amount requested. Rescheduled tentatively to November 19, 2018.

Speaker: Jacquie Hale, Department of Public Health

Public Comment: Steve Seltzer, United Public Workers for Action

Action: Adopted the report. Approved the request for proposed Personal Services Contracts; Notified the Office of the Controller and the Office of Contract Administration. (Vote of 5 to 0)

0420-18-5 **Proposed Amendments to Volume IV Civil Service Commission Rules 402 Definitions, 410 Examinations Announcements and Applicants, 411 Examinations, 411A Position-Based Testing, 412 Eligible Lists, 413 Certification of Eligibles – Applicable to Service-Critical Classes of the Municipal Transportation Agency. (Item No. 12)**

Speaker: Derek Kim, Municipal Transportation Agency

Public Comment: Steve Seltzer, United for Public Workers for Action

Osha Ashworth, Local Union 6

Action: Adopted the staff report; and directed the Executive Officer to post proposed Rule Changes for meet and discuss with interested stakeholders. (Vote of 5 to 0)

0285-18-4 **Appeal by Daniel Boreen – Protest of Amended 7388 Utility Plumber Announcement Minimum Qualifications and Rejection of His Application for the 7388 Utility Plumber. (Item No. 13)**

November 19, 2018: Postpone to the meeting of December 17, 2018 at the request of appellant.

Speakers: Anna Biasbas, Department of Human Resources

Ana Borja, Public Utilities Commission

Daniel Boreen, Appellant

Bill Teahan, Public Utilities Commission

Public Comment: Steve Seltzer, United Public Worker for Action

Action: Denied Daniel Boreen's appeal and adopted the report.
(Vote of 3 to 1; President Crowley dissented)

**0364-18-7 Request for Hearing by Elizabeth Angelini, Workers' Compensation Supervisor I
(Class 8165) on Her Future Employment Restrictions with the City and County of San Francisco. (Item No. 14)**

Speakers: Adam Romoslawski, Department of Human Resources

Dr. Peggy Sugarman, Worker's Compensation

Elizabeth Angelini, Appellant

**Public
Comment:** Kazmi Torii

Cheryl Thornton

Steve Seltzer

Daniel Boreen

Action: Cancel any current examination and eligibility status and restrict future employment as follows: Two (2) years of satisfactory performance outside City and County of San Francisco Service and No future employment with the Department of Human Resources. (Vote of 4 to 0)

Public comment on all matters pertaining to Item #17. (Item No. 15)

None.

Vote on whether to hold Item #17 in closed session. (Item No. 16)

Action: The Commission voted to conduct Item #17 in Closed Session.
(Vote of 4 to 0)

0219-18-6 **Appeal by Jessica Perez of the Human Resources Director's Determination to Administratively Close her Complaint of Harassment and Retaliation. (Item No. 17)**

October 1, 2018: Continued Ms. Perez's appeal to October 15, 2018.

October 15, 2018: Postpone to the meeting of December 17, 2018 by mutual agreement between department and appellant.

The Closed Session started at 5:38 p.m. and ended at 5:47 p.m. in City Hall, Room 400 and the following

individuals were present:

F.X. Crowley, President, CSC

Douglas Chan, Commissioner, CSC

Kate Favetti, Commissioner, CSC

Michael Brown, Executive Officer, CSC

Sandra Eng, Deputy Director, CSC

Elizabeth Aldana, CSC

Micki Callahan, Department of Human Resources

Linda Simon, Department of Human Resources

Rebecca Sherman, Department of Human Resources

Rikki De Wit, General Services Agency

Action: Adopted the report and denied Ms. Perez's appeal. Ms. Perez failed to appear. (Vote of 3 to 0)

The Commission reconvened in Open Session at 5:48 p.m.

Reconvene in Open Session. Vote to elect whether to disclose any or all discussions held on Item #17 in closed session (San Francisco Administrative Code Section 67.12 (a)) (Item No. 18)

Action: The Commission voted to disclose its action, but not the discussion conducted in Closed Session. (Vote of 3 to 0)

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 19)

The Commission adjourned with a moment of silence in recognition of the one year anniversary from the passing of our 43rd Mayor of San Francisco, Edwin M. Lee.

ADJOURNMENT (Item No. 20)

5:49 p.m.