



**CIVIL SERVICE COMMISSION  
CITY AND COUNTY OF SAN FRANCISCO**

**LONDON N. BREED  
MAYOR**

**Sent via Electronic Mail**

May 23, 2024

**NOTICE OF CIVIL SERVICE COMMISSION MEETING**

**SUBJECT:     REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES  
CONTRACT 45238-23/24; 49604-23/24; 47979-23/24; 40224-23/24;  
45863-23/24; 48956-23/24; 44710-23/24; 46421-23/24; 47586-23/24; AND  
41064-22/23.**

The above matter will be considered by the Civil Service Commission at a hybrid meeting (in-person and virtual) in Room 400, City Hall, 1 Dr. Goodlett Place, San Francisco, California 94102 and through Cisco WebEx to be held on **June 3, 2024, at 2:00 p.m.**

This item will appear on the Ratification Agenda. Please refer to the attached notice for procedural and other information about Commission hearings.

Attendance by you or an authorized representative is recommended. Should you or your representative not attend, the Commission will rule on the information previously submitted and testimony provided at its meeting. All calendared items will be heard and resolved at this time unless good reasons are presented for a continuance.

CIVIL SERVICE COMMISSION

SANDRA ENG  
Executive Officer

**Attachments**

Cc: Simon Abulencia, Municipal Transportation Agency  
Tara Alvarez, Department of Human Services Agency  
Cynthia Avakian, Airport Commission  
Elisa Baeza, Juvenile Probation  
Thomas Chen, Department of Emergency Management  
Shawndrea Hale, Public Utilities Commission  
Daniel Kwon, Public Utilities Commission  
Vincent Lee, Police Department  
Amy Nuque, Municipal Transportation Agency  
Commission File  
Commissioners' Binder  
Chron

## **NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES**

### **A. Commission Office**

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (628) 652-1100. The fax number is (628) 652-1109. The email address is [civilservice@sfgov.org](mailto:civilservice@sfgov.org) and the web address is [www.sfgov.org/civilservice/](http://www.sfgov.org/civilservice/). Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

### **B. Policy Requiring Written Reports**

It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

### **C. Policy on Written Submissions by Appellants**

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4<sup>th</sup>) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original copy on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

### **D. Policy on Materials being Considered by the Commission**

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting on the Civil Service Commission's website at <https://sf.gov/civilservice> and in its office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. If any materials related to an item on this agenda have been distributed to the Civil Service Commission after distribution of the agenda packet, those materials will be available for public inspection at the Civil Service Commission's during normal office hours (8:00 a.m. to 5:00 p.m. Monday through Friday).

### **E. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement**

**A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (628) 652-1100 and confirmed in writing or by fax at (628) 652-1109.**

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied. Appeals filed under Civil Service Commission Rule 111A Position-Based Testing shall be considered on the date it is calendared for hearing except under extraordinary circumstances and upon mutual agreement between the appellant and the Department of Human Resources.

### **F. Policy and Procedure on Hearing Items Out of Order**

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

### **G. Procedure for Commission Hearings**

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes. Requests by the public to sever items from the [*Consent Agenda* or] *Ratification Agenda* must be provided with justification for the record.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission.

Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

#### **H. Policy on Audio Recording of Commission Meetings**

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are audio recorded in digital form. These audio recordings of open sessions are available starting on the day after the Commission meeting on the Civil Service Commission website at [www.sfgov.org/civilservice/](http://www.sfgov.org/civilservice/).

#### **I. Speaking before the Civil Service Commission**

Speaker cards are not required. The Commission will take in-person public comment on all items appearing on the agenda at the time the item is heard. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes. A subsequent comment after the three (3) minute period is limited to one (1) minute. The timer shall be in operation during public comment. Upon any specific request by a Commissioner, time may be extended. People who have received an accommodation due to a disability (as described below) may provide their public comments remotely. The Commission will also allow public comment from members of the public who choose to participate remotely. It is possible that the Commission may experience technical challenges that interfere with the ability of members of the public to participate in the meeting remotely. If that happens, the Commission will attempt to correct the problem, but may continue the hearing so long as people attending in-person are able to observe and offer public comment.

#### **J. Public Comment and Due Process**

During general public comment, members of the public sometimes wish to address the Civil Service Commission regarding matters that may come before the Commission in its capacity as an adjudicative body. The Commission does not restrict this use of general public comment. To protect the due process rights of parties to its adjudicative proceedings, however, the Commission will not consider, in connection with any adjudicative proceeding, statements made during general public comment. If members of the public have information that they believe to be relevant to a matter that will come before the Commission in its adjudicative capacity, they may wish to address the Commission during the public comment portion of that adjudicative proceeding. The Commission will not consider public comment in connection with an adjudicative proceeding without providing the parties an opportunity to respond.

#### **K. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings**

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

#### **Information on Disability Access**

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (628) 652-1100 or email [civilservice@sfgov.org](mailto:civilservice@sfgov.org) to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

#### **Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)**

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Victor Young, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: [soff@sfgov.org](mailto:soff@sfgov.org), or on the City's website at [www.sfgov.org/bdsupvrs/sunshine](http://www.sfgov.org/bdsupvrs/sunshine).

#### **San Francisco Lobbyist Ordinance**

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Ave., Suite 220, San Francisco, CA 94102, telephone (415) 252-3100, fax (415) 252-3112 and web site <https://sfethics.org/>.



London Breed  
Mayor

Carol Isen  
Human Resources Director

Date: May 17, 2024

To: The Honorable Civil Service Commission

Through: Carol Isen  
Human Resources Director

From: Cynthia Avakian, AIR  
Thomas Chen, DEM  
Tara Alvarez, HSA  
Elisa Baeza, JUV  
Amy Nuque/Simon Abulencia, MTA  
Vincent Lee, POL  
Shawndrea Hale / Daniel Kwon, PUC

Subject: **Personal Services Contracts Approval Request**

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This report contains ten (10) personal services contracts (PSCs) in accordance with the revised Civil Service Commission (CSC) procedures for processing PSCs that became effective on November 5, 2014.

The services proposed by these contracts have been reviewed by Department of Human Resources (DHR) staff to evaluate whether the requesting departments have complied with City policy and procedures regarding PSCs. The proposed PSCs have been posted on the DHR website for seven (7) calendar days. CSC procedures for processing PSCs require that any appeal of these contracts be filed in the office of the CSC, Executive Officer during the posting period.

No timely appeals have been filed regarding the PSCs contained in this report. These proposed PSCs are being submitted to the CSC for ratification/approval.

DHR has prepared the following cost summary for personal services contracts that have been processed through the Department of Human Resources Fiscal Year 23/24 to date:

Total of this Report	YTD Expedited Approvals FY2023-2024	Total for FY2023-2024
\$77,225,000	\$444,882,964	\$4,447,046,827



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# POSTING FOR

June 03, 2024

## PROPOSED PERSONAL SERVICES CONTRACTS – REGULAR

<u>PSC No</u>	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
<a href="#">45238 - 23/24</a>	AIRPORT COMMISSION	\$9,000,000.00	The Contractor shall coordinate and manage airport/airline affairs between San Francisco International Airport ("Airport" or "SFO") and the airlines represented by the San Francisco Airline Airport Affairs Committee ("SFAAAC"). Activities include meeting and facilitating discussions with airlines and airline senior staff regarding airport/airline issues, managing SFAAAC meetings, conducting financial analysis for SFAAAC on the airlines' behalf, providing technical and operational expertise to SFAAAC and airlines on capital improvement projects, and facilitating negotiations on issues such as rates and charges to the airlines, proposed capital improvement projects and issues related to Lease and Use agreements.	July 1, 2024	June 30, 2029	REGULAR
<a href="#">49604 - 23/24</a>	AIRPORT COMMISSION	\$50,000,000.00	Contractor will guide San Francisco International Airport ("Airport" or "SFO") project teams through all steps necessary to transition new construction and renovation projects from project inception through programming, construction, and into a fully operational Airport facility using the Commissioning, Activation, and Simulation (CAS) process. Contractor will plan, prepare and execute the best approach to commissioning and activating new or renovated Airport facilities, including planning and implementing simulations, developing test plans for	July 1, 2024	June 30, 2029	REGULAR

<u>PSC No</u>	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
			systems commissioning, assisting with developing SFO's project requirements, and planning for aircraft test fits with use of aircraft guidance systems.			
<a href="#">47979 - 23/24</a>	DEPARTMENT OF EMERGENCY MANAGEMENT	\$2,250,000.00	This request is to contract with San Francisco Fleet Week Association to help coordinate Fleet Week activities, which will include large-scale event production, facilitation and overall management of a multi-day set of events. The partnership with the San Francisco Fleet Week Association will sustain coordination with external private sector, non-profit and Federal Government partners, including members of the Department of Defense (U.S. Navy and Marines). This request will be for five years.	July 1, 2024	December 31, 2028	REGULAR
<a href="#">40224 - 23/24</a>	HUMAN SERVICES	\$775,000.00	<p>The contractor will collaborate with HSA to conduct training in these two specific areas:</p> <p>(1) Training of Social Work and Related Skills focused on social work intervention skills, risk assessment and case management, deep crisis intervention, and clinically-focused field experiences. Participants will include HSA trainers and to San Francisco City employees and social workers across several departments (HSA, DPH, Dept. of Child Support, OECE) who support the Families Rising program whose mission is to disrupt the intergenerational transfer of poverty by supporting parents prenatally through kindergarten. There will be a total of 30 full training days on-site in San Francisco with up to 35 HSA staff per training session.</p> <p>(2) Training for Welfare Fraud Detection and Prevention Techniques to HSA staff in eligibility and welfare investigators roles. Participants will include</p>	July 1, 2024	June 30, 2028	REGULAR

<u>PSC No</u>	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
			approximately 600 SF HSA eligibility workers and 100 non-eligibility staff/investigators who administer, review, and investigate public benefits across programs. Trainings are conducted via online modules in 4-hour training session. Welfare Fraud trainings are annual compliance requirements as mandated by the State.			
<a href="#">45863 - 23/24</a>	JUVENILE PROBATION	\$900,000.00	The department seeks Intensive Services Foster Care (ISFC) placements, licensed by the California Department of Social Services, and associated comprehensive case management and services, for youth ordered to out of home placement, both pre- and post-adjudication, by the San Francisco Juvenile Court With a contract in place, clients will receive adequate and timely programming and services.	April 15, 2024	June 30, 2027	REGULAR
<a href="#">48956 - 23/24</a>	MUNICIPAL TRANSPORTATION AGENCY	\$1,500,000.00	<p>The San Francisco Municipal Transportation Agency (SFMTA) provides customers receiving parking and transit violations in the City and County of San Francisco the option to perform community service in lieu of payment of parking and transit citation fines and late penalties, subject to certain limits. Based on current enrollment, the SFMTA projects approximately 1,750 plans to be enrolled per year.</p> <p>The SMFTA is seeking a third-party vendor to administer this program, including managing enrollment, agreements, and oversight of community service providers; maintaining a public office within one mile of the SFMTA Customer Service Center; providing participants with information regarding community service requirements; verifying participant documentation and approving community</p>	January 1, 2025	December 31, 2030	REGULAR

<u>PSC No</u>	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
			service; providing timely electronic records to SFMTA and complying with all.			
<a href="#">44710 - 23/24</a>	POLICE	\$4,000,000.00	Contractors will provide pre-employment polygraph screening on an as-needed basis during hiring periods for entry level police officers, lateral police officers (transfers from other jurisdictions), police reserve officers, and police service aides. Polygraph examinations will cover general information about employment candidates to include employment history, prior police history, criminal activity, military service, employment theft , financial issues, gambling, internet use, illegal drug use, drinking habits and incidence of domestic violence. Contractors shall provide business sites and adequate interrogation facilities.	September 1, 2024	August 31, 2030	REGULAR
<a href="#">46421 - 23/24</a>	PUBLIC UTILITIES COMMISSION	\$8,000,000.00	Emergency Firefighting Water System (EFWS), historically referred to as the Auxiliary Water Supply System (AWSS), is an independent high pressure water supply system dedicated to fire protection. It was installed in 1913 in response to the Great Earthquake and Fire of 1906 and consists of a 135-mile-long pipeline network, a high elevation reservoir with two large capacity tanks, two pumping stations, three fireboats and underground water storage tanks (cisterns).  The selected Consultant will work under the direction of the SFPUC to provide planning and engineering design services for the EFWS and City's Water Distribution System pipelines. Some assignments may require SFPUC engineering staff to be integrated into the consultant project team. The Consultant's work objective will be to perform planning and engineering design services applying all applicable codes and SFPUC Procedures and	May 6, 2024	May 6, 2033	REGULAR

<u>PSC No</u>	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
			regulatory requirements/guidelines administered by the State Water Resources Control Board, Division of Drinking Water. Projects are expected to pertain to pipelines, pump stations and fireboat manifold systems.			
<u>47586 - 23/24</u>	PUBLIC UTILITIES COMMISSION	\$800,000.00	Pumping out of sewer waste from the Alameda Creek Watershed Center below-grade holding tank.	June 1, 2024	May 31, 2029	REGULAR
<b>TOTAL AMOUNT \$77,225,000</b>						



# Posting For June 03, 2024

## Proposed Modifications to Personal Services Contracts

Commission Hearing Date

2024-06-03

APPLY

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
41064 - 20/21 - MODIFICATIONS	June 3, 2024	AIRPORT COMMISSION - \$0 - AIR		\$36,000,000	San Francisco International Airport (Airport) plans to implement upgrades to the existing Sewer Treatment Plant with components that are considered immediate needs to the plant's processes. A contracted design-build team, with knowledge and experience in sanitary waste treatment processing will design and procure the bid trade packages for the direct construction work when the design is complete. The Sewer Treatment Plant Improvements Project includes four distinct scopes: 1) replacement of existing headworks for primary screening; 2) replacement of existing electrical load center and motor control equipment; 3) replacement of the dewatering systems; and 4) in-kind replacement of existing process equipment. The design portion of the contracted work will be 6.5% percent of the total PSC amount.	12/31/2024	12/31/2025	REGULAR

TOTAL AMOUNT \$0

# **Regular/Continuing/Annual Personal Services Contracts**

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: Airline Liaison Office Consulting Services

Funding Source: Airport Operating Funds

PSC Amount: \$9,000,000

PSC Est. Start Date: 07/01/2024

PSC Est. End Date 06/30/2029

**1. Description of Work**

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

The Contractor shall coordinate and manage airport/airline affairs between San Francisco International Airport ("Airport" or "SFO") and the airlines represented by the San Francisco Airline Airport Affairs Committee ("SFAAAC"). Activities include meeting and facilitating discussions with airlines and airline senior staff regarding airport/airline issues, managing SFAAAC meetings, conducting financial analysis for SFAAAC on the airlines' behalf, providing technical and operational expertise to SFAAAC and airlines on capital improvement projects, and facilitating negotiations on issues such as rates and charges to the airlines, proposed capital improvement projects and issues related to Lease and Use agreements.

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

This service provides the as-needed neutral third-party inputs and assistance that airlines have historically requested, to help the airlines make necessary decisions for their continued operation at SFO. Many airlines (for example smaller carriers and international carriers) do not have the capacity or local presence to conduct the required analysis on changes proposed by SFO. The Contractor serves as a mechanism for airlines operating at SFO to receive neutral analysis, and helps obtain consensus among airlines to vote on issues that impact their operations. Denial of the service may cause delays with or failure to enact changes impacting the airlines such as new rates and charges, capital improvement projects, or Lease and Use agreements, which may result in loss of airlines serving SFO, loss of revenue, decreased bond ratings, and further negative impacts to the Airport.

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 previously approved under PSC 49883-16/17.

D. Will the contract(s) be renewed?

Yes, if there continues to be a need for this service.

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

not applicable

**2. Reason(s) for the Request**

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

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

☒ 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:

The services are required on an as-needed basis, as operational issues between the Airport and SFAAAC member airlines are identified.

**3. Description of Required Skills/Expertise**

- A. Specify required skills and/or expertise: Ability to analyze and provide objective industry inputs to proposed changes in rates, policies and capital facilities. Expertise in technical and operational airline affairs, and understanding of evolving aviation industry and ability to maintain strong working relationship with the airlines, including having access to and the ability to communicate with senior management of SFAAAC member airlines.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1823, Senior Administrative Analyst; 1824, Pr Administrative Analyst; 9206, Airport Property Specialist 1; 9255, Airport Economic Planner;
- 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?**

None at this time.

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

- A. Explain why civil service classes are not applicable.  
While civil service classes may be able to perform the services, the SFAAAC member airlines have historically requested a third party to work with and on their behalf regarding issues that arise between the Airport and airlines.
- 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 work is required on an as-needed basis, to be performed by an independent third party.

**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 will be provided under this PSC.
- 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 04/08/2024, 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: 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# 45238 - 23/24

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 06/03/2024

# **Receipt of Union Notification(s)**

**From:** [dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org) on behalf of [cynthia.avakian@flysfo.com](mailto:cynthia.avakian@flysfo.com)  
**To:** [Cynthia Avakian \(AIR\)](#); [Laxamana, Junko \(DBI\)](#); [jnuti@ifpte21.org](mailto:jnuti@ifpte21.org); [sportillo@ifpte21.org](mailto:sportillo@ifpte21.org); [kdavis@ifpte21.org](mailto:kdavis@ifpte21.org); [jharding@ifpte21.org](mailto:jharding@ifpte21.org); [mweirick@ifpte21.org](mailto:mweirick@ifpte21.org); [agarza@ifpte21.org](mailto:agarza@ifpte21.org); [ewallace@ifpte21.org](mailto:ewallace@ifpte21.org); [WendyWong26@yahoo.com](mailto:WendyWong26@yahoo.com); [wendywong26@yahoo.com](mailto:wendywong26@yahoo.com); [tmathews@ifpte21.org](mailto:tmathews@ifpte21.org); [Kristen Schumacher](#); [amakayan@ifpte21.org](mailto:amakayan@ifpte21.org); [l21pscreview@ifpte21.org](mailto:l21pscreview@ifpte21.org); [Sung Kim \(AIR\)](#); [DHR-PSCCoordinator, DHR \(HRD\)](#)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 45238 - 23/24  
**Date:** Monday, April 8, 2024 3:20:15 PM

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RECEIPT for Union Notification for PSC 45238 - 23/24 more than \$100k

The AIRPORT COMMISSION -- AIR has submitted a request for a Personal Services Contract (PSC) 45238 - 23/24 for \$9,000,000 for Initial Request services for the period 07/01/2024 – 06/30/2029. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/22194> 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



## **Additional Attachment(s)**



# CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE  
MAYOR

Sent Via Electronic Mail

GINA M. ROCCANOVA  
PRESIDENT

KATE FAVETTI  
VICE PRESIDENT

DOUGLAS S. CHAN  
COMMISSIONER

F. X. CROWLEY  
COMMISSIONER

SCOTT R. HELDFOND  
COMMISSIONER

MICHAEL L. BROWN  
EXECUTIVE OFFICER

May 19, 2017

## NOTICE OF CIVIL SERVICE COMMISSION ACTION

**SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS NUMBERS 45852-16/17; 43332-16/17; 42309-16/17; 49918-16/17; 40660-16/17; 45567-16/17; 49345-16/17; 48159-16/17; 49883-16/17; AND 34385-16/17.**

At its meeting on May 15, 2017 the Civil Service Commission had for its consideration the above matter.

The Commission adopted the report and approved the request for all proposed Personal Services Contracts. This shall serve to notify the Office of the Controller and the Office of Contract Administration.

If this matter is subject to Code of Civil Procedure (CCP) Section 1094.5, the time within which judicial review must be sought is set forth in CCP Section 1094.6.

**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

### Attachments

Cc: Cynthia Avakian, Airport  
Lavena Holmes, Port  
William Lee, Department of Emergency Management  
Diane Lim, Adult Probation  
Joan Lubamersky, General Services Agency  
Jacquie Fong, Contract of Administration  
Ben Rosenfield, Controller's Office  
Commission File  
Chron

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
	AGENCY - CITY ADMIN		sound pest control. The IPM services will employ a mix of biological, cultural, mechanical/ physical, education, and least toxic chemical strategies and tactics to control pests on City property. Contractor will utilize mechanical, physical, and chemical controls; monitor pest populations; keep records/ logs of infestation; comply with San Francisco IPM ordinance; and control mosquito and rat populations on City streets and sewers.			
40660 - 16/17	DEPARTMENT OF EMERGENCY MANAGEMENT	\$850,000.00	For the system to function properly, it requires warranty/maintenance and technical support after go-live of the system. This request covers maintenance and technical support services from year 2 to 6 after system go-live. This contract ensures that DEM will receive future system upgrades/patches, problem fixes and provide onsite and remote technical support per Service Level Agreement established by both parties.	July 1, 2018	June 30, 2023	REGULAR
45567 - 16/17	PORT	\$40,000,000.00	Provide planning, preliminary design and engineering, environmental review, and technical review of final designs and construction for the Seawall Resiliency Project. Final design and engineering, construction, and construction management will be completed by others. The Seawall Resiliency Project is a Port lead and City priority project to improve earthquake safety and flood protection along The Embarcadero waterfront by reconstructing or replacing the 3 mile long Seawall that stretches from Pier 45 to Mission Creek. The Seawall is a vital piece of infrastructure that supports the historic bulkhead wharves and buildings, stabilizes the filled land containing The Embarcadero transit corridor and critical City utilities, and provides coastal wave and flood protection to much of Downtown. It is over 100 years old, has deteriorated and settled, is highly vulnerable to earthquake damage, and is unable to protect the Port and City from coastal flooding as sea levels rise in the coming decades.	July 1, 2017	June 30, 2027	REGULAR
49345 - 16/17	AIRPORT COMMISSION	\$700,000.00	The San Francisco International Airport ("Airport") is seeking consulting services for concessions development and related operational and planning issues; evaluation of the Airport's aesthetic design; retail master planning; creation of concession merchandising standards and quality assurance and control services; evaluation of customer service conditions at the Airport; and analysis of options for hotel development on Airport property.	June 1, 2017	June 30, 2025	REGULAR
48159 - 16/17	AIRPORT COMMISSION	\$1,800,000.00	As-needed executive search and recruitment services are required to assist the Airport Commission (Airport) in meeting its hiring needs for senior managers and other employees with specialized knowledge of airport facilities, operations, safety and security, or financial and aviation planning backgrounds. Services include conducting nationwide searches for senior executive/managers for vacant positions, recruitment of candidates from diverse backgrounds, providing the Airport with candidates to interview, and providing reference checks.	June 15, 2017	December 31, 2022	REGULAR
49883 - 16/17	AIRPORT COMMISSION	\$10,000,000.00	Airport liaison services include serving as a third party consultant to the Airport in managing the airport/airline relationship, facilitating airline approvals required by Airline Lease and Use Agreements for changes in rates, policies, and capital facilities, and providing analyses and technical expertise for all stakeholders in resolving airport/airline issues.	June 1, 2017	June 30, 2024	REGULAR

**TOTAL AMOUNT \$462,850,000**

ACVA

## PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION -- AIR Dept. Code: AIRType of Request: ☒ Initial ☐ Modification of an existing PSC (PSC # \_\_\_\_\_)Type of Approval: ☐ Expedited ☒ Regular (☐ Omit Posting)Type of Service: Airline Liaison Office Consulting ServicesFunding Source: Operating Funds PSC Duration: 7 years 4 weeks  
PSC Amount: \$10,000,000 PSC Est. Start Date: 06/01/2017 PSC Est. End Date: 06/30/2024**1. Description of Work**

## A. Scope of Work:

Airport liaison services include serving as a third party consultant to the Airport in managing the airport/airline relationship, facilitating airline approvals required by Airline Lease and Use Agreements for changes in rates, policies, and capital facilities, and providing analyses and technical expertise for all stakeholders in resolving airport/airline issues.

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

An independent, neutral, third party is needed by the airlines and the airport to resolve disputes and provide objective analytic assessments of proposed changes. Denial of these services will affect the ability of the Airport to secure approval from all airlines for proposed Rates & Charges, as well as for the Airport Capital Improvement Plan.

C. Has this service been provided in the past. If so, how? If the service was provided via a PSC, provide the most recently approved PSC # and upload a copy of the PSC.  
This service was previously provided under PSC 4116-08/09.

D. Will the contract(s) be renewed? Yes, if these services are needed at SFO.

**2. Union Notification:** On 03/20/2017, the Department notified the following employee organizations of this PSC/RFP request: Professional & Tech Engrs, Local 21

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**PSC# 49883 - 16/17

DHR Analysis/Recommendation:

**05/15/2017**

Commission Approval Required

**Approved by Civil Service Commission**

DHR Approved for 05/15/2017

**3. Description of Required Skills/Expertise**

A. Specify required skills and/or expertise:

An independent third party that has the ability to analyze proposed changes in rates, policies and capital facilities; ability to resolve disputes and manage relationships; expertise in technical and operational airline affairs.

B. Which, if any, civil service class(es) normally perform(s) this work?

1823,1824,9206,9255,

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:

No.

**4. Why Classified Civil Service Cannot Perform**

A. Explain why civil service classes are not applicable:

The services must be provided by an independent third party entity. While the classifications listed can perform some of the services, the staff would not be independent of the City or the Airport.

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

No, not at this time.

**5. Additional Information (if "yes", attach explanation)****YES    NO**

- |  |                          |                                     |
|--|--------------------------|-------------------------------------|
| A. Will the contractor directly supervise City and County employee?  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| B. Will the contractor train City and County employee?<br>The work can only be performed by an independent third party entity. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| C. Are there legal mandates requiring the use of contractual services?   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| D. Are there federal or state grant requirements regarding the use of contractual services?                                    | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| E. Has a board or commission determined that contracting is the most effective way to provide this service?                    | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| F. Will the proposed work be completed by a contractor that has a current PSC contract with your department?                   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

☒ THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD  
ON 04/20/2017 BY:

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

Address: P.O. Box 8097 San Francisco, CA 94128

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: Commissioning, Activation, and Simulation Support Services

Funding Source: Airport Capital Funds

PSC Amount: \$50,000,000

PSC Est. Start Date: 07/01/2024

PSC Est. End Date 06/30/2029

**1. Description of Work**

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

Contractor will guide San Francisco International Airport ("Airport" or "SFO") project teams through all steps necessary to transition new construction and renovation projects from project inception through programming, construction, and into a fully operational Airport facility using the Commissioning, Activation, and Simulation (CAS) process. Contractor will plan, prepare and execute the best approach to commissioning and activating new or renovated Airport facilities, including planning and implementing simulations, developing test plans for systems commissioning, assisting with developing SFO's project requirements, and planning for aircraft test fits with use of aircraft guidance systems.

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

The Airport requires experienced personnel to guide projects from inception through the closeout phases on the commissioning, activation, and simulation processes. Failure to provide the CAS services may result in delayed airport facility openings, lack of training in Airport systems for Airport and Airline personnel, failure of airport systems to operate on opening day, and lack of completely functional passenger processing equipment on the facility opening day. This could result in increased costs and potentially adverse public relations for the Airport.

**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 previously approved by the Civil Service Commission under PSC 43304-16/17.

**D. Will the contract(s) be renewed?**

Yes, if there continues to be a need for the service.

**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.

**B. Explain the qualifying circumstances:**

Services are required to support multiple capital improvement projects.

**3. Description of Required Skills/Expertise**

**A. Specify required skills and/or expertise:** Knowledge of airport technologies and systems, expertise in the process of commissioning airport buildings and airport special systems such as passenger boarding bridges, baggage handling systems, and aircraft guidance systems, and expertise in developing integrated system test plans for airport buildings and airport special systems.

- B. Which, if any, civil service class(es) normally perform(s) this work? 5207, Assoc Engineer; 5212, Engineer/Architect Principal; 5241, Engineer; 5364, Engineering Associate 1; 5366, Engineering Associate 2;
- 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?**

Notice of Intent was sent on January 31, 2024 to the following Departments: San Francisco Public Utilities Commission, San Francisco Public Works, Port of San Francisco, and San Francisco Municipal Transportation Agency. No responses were received.

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

- A. Explain why civil service classes are not applicable.  
Current City employees do not have the required expertise in airport systems and technology, specifically related to CAS procedures, such as planning, preparing, and executing the best approach to commissioning new Airport facilities, planning and implementing pre-occupancy airport facility simulations, and developing integrated test plans for airport systems.
- 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 services are required on a project basis, and are specific to Airport systems and technologies.

**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 will be provided under this PSC.
- 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 04/08/2024, 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



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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 49604 - 23/24

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 06/03/2024

# **Receipt of Union Notification(s)**

**From:** [dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org) on behalf of [cynthia.avakian@flysfo.com](mailto:cynthia.avakian@flysfo.com)  
**To:** [Cynthia Avakian \(AIR\)](#); [Laxamana, Junko \(DBI\)](#); [sportillo@ifpte21.org](mailto:sportillo@ifpte21.org); [agarza@ifpte21.org](mailto:agarza@ifpte21.org); [amakayan@ifpte21.org](mailto:amakayan@ifpte21.org); [jnuti@ifpte21.org](mailto:jnuti@ifpte21.org); [kdavis@ifpte21.org](mailto:kdavis@ifpte21.org); [jharding@ifpte21.org](mailto:jharding@ifpte21.org); [mweirick@ifpte21.org](mailto:mweirick@ifpte21.org); [dho@ifpte21.org](mailto:dho@ifpte21.org); [ewallace@ifpte21.org](mailto:ewallace@ifpte21.org); [ecassidy@ifpte21.com](mailto:ecassidy@ifpte21.com); [WendyWong26@yahoo.com](mailto:WendyWong26@yahoo.com); [wendywong26@yahoo.com](mailto:wendywong26@yahoo.com); [tmathews@ifpte21.org](mailto:tmathews@ifpte21.org); [Kristen Schumacher](#); [kpage@ifpte21.org](mailto:kpage@ifpte21.org); [eerbach@ifpte21.org](mailto:eerbach@ifpte21.org); [l21pscreview@ifpte21.org](mailto:l21pscreview@ifpte21.org); [Sung Kim \(AIR\)](#); [DHR-PSCCoordinator, DHR \(HRD\)](#)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 49604 - 23/24  
**Date:** Monday, April 8, 2024 3:25:13 PM

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RECEIPT for Union Notification for PSC 49604 - 23/24 more than \$100k

The AIRPORT COMMISSION -- AIR has submitted a request for a Personal Services Contract (PSC) 49604 - 23/24 for \$50,000,000 for Initial Request services for the period 07/01/2024 – 06/30/2029. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/22237> 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

## **Additional Attachment(s)**

## PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION -- AIR Dept. Code: AIRType of Request: ☒ Initial ☐ Modification of an existing PSC (PSC # \_\_\_\_\_)Type of Approval: ☐ Expedited ☒ Regular (☐ Omit Posting)Type of Service: Building & Airport Systems Activation & Commissioning ServicesFunding Source: Airport Capital Funds PSC Duration: 9 years 43 weeksPSC Amount: \$20,000,000 PSC Est. Start Date: 03/01/2017 PSC Est. End Date: 12/31/2026**1. Description of Work****A. Scope of Work:**

The Airport Commission (Airport) is seeking professional services for the building and airport systems activation and commissioning services of unique projects (including the AirTrain extension and launch of the Airport Hotel) under the major Capital Improvement Plan (CIP) at the San Francisco International Airport (SFO).

Services will include the planning, scheduling, and management of activation, simulation and commissioning activities. Contractor(s) will: 1) prepare and evaluate the best approach to activate new terminal(s) and/or facilities; 2) prepare simulation activities; 3) define key metrics for testing prior to opening; 4) develop the Owner's Project requirements for Commissioning; 5) post occupancy evaluation reports; and 6) conduct aircraft equipment and operations testing.

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

Services are required to plan and execute an Activation Plan alongside construction projects nearing substantial completion. Services will minimize unexpected coordination issues and pitfalls to ensure quick operational turnaround while abiding by Airport technical standards. Consequences of denial include loss of revenue from delayed construction schedules and service failures upon opening of new facilities.

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

**D. Will the contract(s) be renewed? Yes, if there continues to be a need at SFO.**

**2. Union Notification:** On 12/12/2016, the Department notified the following employee organizations of this PSC/RFP request: Architect & Engineers, Local 21

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**PSC# 43304 - 16/17

DHR Analysis/Recommendation:

**02/06/2017**

Commission Approval Required

DHR Approved for 02/06/2017

**Approved by Civil Service Commission with  
Conditions**

**3. Description of Required Skills/Expertise**

A. Specify required skills and/or expertise:

Activation and simulations skills with airport design, airline operations and construction experience. Expertise in: 1) baggage handling systems (BHSs); 2) passenger boarding bridges (PBBs); 3) information technology (IT); 4) airport and airline security; 5) airport and airline operations; and 6) ground services equipment (GSE). Knowledge and experience with federal agencies, in particular: 1) Transportation Security Agency (TSA) and 2) Customs and Border Protection (CPB). Regulatory compliance is essential.

B. Which, if any, civil service class(es) normally perform(s) this work?

1052,1054,5174,5207,5211,5212,5241,5364,5366,5120,5212,5260,5261,5262,5265,5266,5268,5272,5274,6318,

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:

No.

**4. Why Classified Civil Service Cannot Perform**

A. Explain why civil service classes are not applicable:

Existing classes do not have the required expertise in airport systems activation and commission services including 1) preparing & evaluating the best approach to activate new terminals and/or facilities, 2) preparing simulation activities, 3) defining key metrics for testing prior to opening, 4) developing the Owner's Project requirements for Commissioning, 5) posting occupancy evaluation reports, and 6) conducting aircraft equipment & operations testing.

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

No. It would not be practical to adopt a new class as simulation and activation services supporting CIP projects do not occur frequently enough to justify permanent staffing.

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

	<b><u>YES</u></b>	<b><u>NO</u></b>
A. Will the contractor directly supervise City and County employee?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B. Will the contractor train City and County employee? None. Services are not required beyond activation of unique CIP projects.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
C. Are there legal mandates requiring the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
D. Are there federal or state grant requirements regarding the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
E. Has a board or commission determined that contracting is the most effective way to provide this service?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
F. Will the proposed work be completed by a contractor that has a current PSC contract with your department?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

☒ THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD ON 01/11/2017 BY:

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

Address: PO Box 8097 San Francisco, CA 94128

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: DEPARTMENT OF EMERGENCY MANAGEMENT -- ECD

Dept. Code: ECD

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

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

Type of Service: Fleet Week Coordination

Funding Source: General Fund

PSC Amount: \$2,250,000

PSC Est. Start Date: 07/01/2024

PSC Est. End Date 12/31/2028

**1. Description of Work**

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

This request is to contract with San Francisco Fleet Week Association to help coordinate Fleet Week activities, which will include large-scale event production, facilitation and overall management of a multi-day set of events. The partnership with the San Francisco Fleet Week Association will sustain coordination with external private sector, non-profit and Federal Government partners, including members of the Department of Defense (U.S. Navy and Marines). This request will be for five years.

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

Without this approval of this request there will be no Fleet Week, a designated priority of Mayor's Office and the Department of Emergency Management. Fleet Week provides the opportunity to bring together civilian and military forces to develop and share best practices in humanitarian assistance and emergency disaster response. Fleet Week requires a large volume of work within a short duration increasing the use of existing staff would impact the level of service the department can provide to its various stakeholders. San Francisco Fleet Week Association has access to personnel and volunteers that have greater subject matter expertise and have familiarity with the Fleet Week program.

**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 previously handled by department staff, in partnership with San Francisco Fleet Week Association. However, this required significant staffing resources and pulled resources from other department projects, resulting in project delays. This service was previously approved by the Civil Service Commission (PSC 45087 14/15)

**D. Will the contract(s) be renewed?**

Yes, with San Francisco Fleet Week Association.

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

**B. Explain the qualifying circumstances:**

This request would be to for the Fleet Week event and is a short term project.



**3. Description of Required Skills/Expertise**

- A. Specify required skills and/or expertise: Subject matter expertise in working with large-scale event production, facilitation and management of a multi-day set of events, private sector, non-profit, government partners, U.S. Armed Forces (Navy, Marine Corps, and Coast Guard).
- B. Which, if any, civil service class(es) normally perform(s) this work? 8604, Emergency Services Coord 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?**

The services require expertise from Fleet Week Association.

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

- A. Explain why civil service classes are not applicable.  
San Francisco Fleet Week (SFFW) Association is an entity that specializes and has expertise to plan and execute Fleet Week in San Francisco. SFFW has experienced personnel who have specialties working with many partners and stakeholders that are essential to Fleet Week.
- 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 already existing civil service classifications.

**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. This work is on an as needed basis and requires expertise to plan and execute Fleet Week in San Francisco. Training is not applicable for this project.
- 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 03/30/2024, the Department notified the following employee organizations of this PSC/RFP request:

Architect & Engineers, Local 21; Municipal Executive Association; Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21; Professional & Tech Engrs, SFAPP

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

Name: Thomas Chen Phone: 4152696562 Email: Thomas.Chen@sfgov.org

Address: 1011 Turk Street San Francisco, CA 94102

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 47979 - 23/24

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 06/03/2024

# **Receipt of Union Notification(s)**

## Chen, Thomas (DEM)

---

**From:** dhr-psccordinator@sfgov.org on behalf of Thomas.Chen@sfgov.org  
**Sent:** Saturday, March 30, 2024 10:01 AM  
**To:** Chen, Thomas (DEM); sportillo@ifpte21.org; agarza@ifpte21.org; amakayan@ifpte21.org; andrea@sfmea.com; Laxamana, Junko (DBI); Criss@sfmea.com; christina@sfmea.com; staff@sfmea.com; 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; Chen, Thomas (DEM); DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 47979 - 23/24

RECEIPT for Union Notification for PSC 47979 - 23/24 more than \$100k

The DEPARTMENT OF EMERGENCY MANAGEMENT -- ECD has submitted a request for a Personal Services Contract (PSC) 47979 - 23/24 for \$2,250,000 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:

<http://apps.sfgov.org/dhrdrupal/node/22198> 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

## **Additional Attachment(s)**

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: DEPARTMENT OF EMERGENCY MANAGEMENT

Dept. Code: ECD

Type of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 45087 - 14/15)

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

Type of Service: Fleet Week Coordination

Funding Source: General Fund

PSC Original Approved Amount: \$900,000

PSC Original Approved Duration: 08/01/15 - 10/31/17 (2 years 13 weeks)

PSC Mod#1 Amount: no amount added

PSC Mod#1 Duration: 11/01/17-10/31/18 (1 year)

PSC Mod#2 Amount: \$900,000

PSC Mod#2 Duration: 11/01/18-10/31/21 (3 years 1 day)

PSC Mod#3 Amount: \$600,000

PSC Mod#3 Duration: 11/01/21-12/31/24 (3 years 8 weeks)

PSC Cumulative Amount Proposed: \$2,400,000 PSC Cumulative Duration Proposed: 9 years 22 weeks

**1. Description of Work**

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

This request is to contract with San Francisco Fleet Week Association to help coordinate Fleet Week activities, which will include large-scale event production, facilitation and overall management of a multi-day set of events. The partnership with the San Francisco Fleet Week Association will sustain coordination with external private sector, non-profit and Federal Government partners, including members of the Department of Defense (U.S. Navy and Marines). This request will be for three years.

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

Without this approval of this request there will be no Fleet Week, a designated priority of Mayor Lee and the Department of Emergency Management. Fleet Week provides the opportunity to bring together civilian and military forces to develop and share best practices in humanitarian assistance and emergency disaster response. Fleet Week requires a large volume of work within a short duration increasing the use of existing staff would impact the level of service the department can provide to its various stakeholders. San Francisco Fleet Week Association has access to personnel and volunteers that have greater subject matter expertise and have familiarity with the Fleet Week program.

**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 45087 - 14/15

**D. Will the contract(s) be renewed?**

Yes, with San Francisco Fleet Week Association.

**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:**

This will allow Department to maintain continuation of services as it impacts the City's emergency management.

**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:**

This request would be to for the Fleet Week event and is a short term project.

**B. Reason for the request for modification:**

To increase the amount and extend PSC end date for Fleet Week contract.

**3. Description of Required Skills/Expertise**

- A. Specify required skills and/or expertise: Subject matter expertise in working with large-scale event production, facilitation and management of a multi-day set of events, private sector, non-profit, government partners, U.S. Armed Forces (Navy, Marine Corps, and Coast Guard).
- B. Which, if any, civil service class(es) normally perform(s) this work? 8604, Emergency Services Coord IV; 0931, Manager III; 0933, Manager V;
- 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.  
San Francisco Fleet Week (SFFW) Association is an entity that specializes and has expertise to plan and execute Fleet Week in San Francisco. SFFW has experienced personnel who have specialties working with many partners and stakeholders that are essential to Fleet Week.
- 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 already existing civil service classifications.

**6. Additional Information**

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.  
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.  
Training is not applicable for this project.
- 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, same vendor as previously awarded under this PSC.

**7. Union Notification: On 07/03/21, the Department notified the following employee organizations of this PSC/RFP request: Professional & Tech Engrs, Local 21; Municipal Executive Association;**

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

Name: William Lee Phone: 415-558-3866 Email: william.lee@sfgov.org

Address: 1011 Turk Street, San Francisco, CA 94102

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 45087 - 14/15

DHR Analysis/Recommendation:

08/16/2021

Commission Approval Required  
08/16/2021 DHR Approved for 08/16/2021

Approved by Civil Service Commission with conditions



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: Social Work Skills and Welfare Fraud Trainings

Funding Source: Local, State, and Federal

PSC Amount: \$775,000

PSC Est. Start Date: 07/01/2024

PSC Est. End Date 06/30/2028

**1. Description of Work**

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

The contractor will collaborate with HSA to conduct training in these two specific areas:

(1) Training of Social Work and Related Skills focused on social work intervention skills, risk assessment and case management, deep crisis intervention, and clinically-focused field experiences. Participants will include HSA trainers and to San Francisco City employees and social workers across several departments (HSA, DPH, Dept. of Child Support, OECE) who support the Families Rising program whose mission is to disrupt the intergenerational transfer of poverty by supporting parents prenatally through kindergarten. There will be a total of 30 full training days on-site in San Francisco with up to 35 HSA staff per training session.

(2) Training for Welfare Fraud Detection and Prevention Techniques to HSA staff in eligibility and welfare investigators roles. Participants will include approximately 600 SF HSA eligibility workers and 100 non-eligibility staff/investigators who administer, review, and investigate public benefits across programs. Trainings are conducted via online modules in 4-hour training session. Welfare Fraud trainings are annual compliance requirements as mandated by the State.

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

These training components are necessary for HSA staff in order for them to conduct their day-to-day work as described: (1) The training curriculum for staffs working directly with the Family Rising population requires knowledge in working with vulnerable population, managing challenging caseloads by interventions and de-escalations, and attaining successful outcomes for P500 families. The Contractor will need to provide clinical field experiences into these training sessions to train over 1000 City staff and ensure HSA staff and trainers are better prepared in handling vulnerable situations. (2) Welfare Fraud Detection and Prevention trainings are required to be completed on an annual basis as mandated by the State. HSA eligibility and investigative workers need to be in compliance in order to operate in their job roles.

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 was previously provided under PSC 39286 – 17/18 and PSC 46291 -1819. This new PSC will correspond to the new procurement RFP#1103 Issued in January 24 2024.

D. Will the contract(s) be renewed?

No, this is a 4 year contract with no option to renew.

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

not applicable

**2. Reason(s) for the Request**

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

- ☒ Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload).
- ☒ Services that require resources that the City lacks (e.g., office space, facilities or equipment with an operator).

B. Explain the qualifying circumstances:

Services that require resources that the City lacks - the highly academic research based knowledge required to conduct trainings to participants. Services required on an as-needed, intermittent, or periodic basis (peaks in workload).- trainings are as-need and intermittent through the fiscal year.

**3. Description of Required Skills/Expertise**

- A. Specify required skills and/or expertise: The skills/expertise is required for each component as described:  
 (1) The Social Work skills trainings require clinical-focused field experiences in family welfare and social work. The advanced subject matter expertise is critical to ensure in-depth knowledge and specialization is incorporated into the training sessions. Additionally, having experience and resources in providing academic training curriculums to a large number of people within time sensitive deadlines. (2) Welfare fraud trainings need to be specialized by state requirements in order to provide trainings that are in compliant with the state mandate. Additionally, having experience and resourceful in providing academic training curriculums to a large number of people within time sensitive deadlines.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1232, Training Officer; 2913, Program Specialist; 2917, Program Support Analyst;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain:  
 Yes, provider will provide training facility within San Francisco to conduct the in-person P500 trainings and will host online training sessions for the welfare fraud trainings.

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

HSA reached out previously to the Learning & Organizational Development team and their trainers (1232) are not able to provide the clinical trainings required for the Families Rising program. The trainings require both clinical knowledge and field experience to train effectively. CalWORKs trainers (a 2917 and two 2913) will participate so that certain aspects of training can be brought into the induction (new worker) trainings over time. This will include supportive supervision, developing meaningful employment case plans, and coaching for long term engagement, and engaging non-voluntary clients.

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

- A. Explain why civil service classes are not applicable.  
 These trainings are highly specialized in academic and clinically-focused field experiences towards family and social work and is not captured under any civil service classifications.
- 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. Training will be temporary, as needed, and intermittent through the fiscal year and is focused on a narrow subset of the welfare staff workers. It would not be sensible to establish a new civil service class to perform this work.

**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. P500 trainings will have a total of 30 full on-site training days of up to 35 staff per training session. Welfare fraud trainings will be provided in 4-hour trainings to up to 800 staff workers.

- 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 02/28/2024, the Department notified the following employee organizations of this PSC/RFP request:  
Professional & Tech Engrs, Local 21; SEIU Local 1021

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

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

Address: 1650 Mission Street, 5th Floor San Francisco, CA, 94103

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 40224 - 23/24

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 06/03/2024

# **Receipt of Union Notification(s)**

## Alvarez, Tara (HSA)

---

**From:** dhr-psccordinator@sfgov.org on behalf of tara.alvarez@sfgov.org  
**Sent:** Wednesday, February 28, 2024 1:48 PM  
**To:** Alvarez, Tara (HSA); kristin.hardy@seiu1021.org; Chanel.Brown@seiu1021.org; oumar.fall@seiu1021.org; cade.crowell@seiu1021.org; SF-DHR-Info@seiu1021.org; max.porter@seiu1021.org; Jason Klumb; 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; jnuti@ifpte21.org; kdavis@ifpte21.org; jharding@ifpte21.org; mweirick@ifpte21.org; agarza@ifpte21.org; ewallace@ifpte21.org; Laxamana, Junko (DBI); WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; Kristen Schumacher; l21pscreview@ifpte21.org; Lau, Leslie (HSA); DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 40224 - 23/24

RECEIPT for Union Notification for PSC 40224 - 23/24 more than \$100k

The HUMAN SERVICES -- DSS has submitted a request for a Personal Services Contract (PSC) 40224 - 23/24 for \$775,000 for Initial Request services for the period 07/01/2024 – 06/30/2028. 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:

<http://apps.sfgov.org/dhrdrupal/node/22017> 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

## **Additional Attachment(s)**

**City and County of San Francisco  
Human Services Agency**

**Request for Proposals 1103 for:  
Social Work and Related Skills Training & Welfare Fraud Detection  
and Prevention Training**



**REVISED January 31, 2024:**

- **Add Attachment 2: Price Proposal Sample**
- **Update to Pg. 7 Section III.C.7 – Fiscal Capacity**
- **Update to Pg. 10 Section IV.B– Selection Criteria Fiscal Capacity**

Request for Proposals Issued:  
Pre-Proposal Conference:  
Deadline to Submit Proposals:

January 24, 2024  
January 31, 2024 at 10 am  
February 26, 2024 at 3pm

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**Attachments**

- Attachment 1: Agreement for Professional Services P-600
- Attachment 2: Price Proposal Template Sample

## **I. INTRODUCTION AND SOLICITATION SCHEDULE**

### **A. Introduction**

#### **1. General**

The San Francisco Human Services Agency (SFHSA) announces its intent to seek proposals from organizations interested in providing: (1) development and implementation of Social Work and Related Skills trainings focusing on social work intervention skills and tools, and theoretical knowledge and best practices for working with families living in scarcity. Training participants will include staff from across several departments within the City and County of San Francisco including the Human Services Agency, Department of Public Health, Department of Child Support Services and Department of Early Childhood; and (2) development and provision of Welfare Fraud Detection and Prevention Technique trainings for approximately 800 San Francisco Human Services Agency staff who administer, review, and investigate public benefits across programs. The Department prefers to make one award to the respondent who can provide all requested services as described.

#### **2. Background**

Families Rising (FaR) is a collaboration among the city's main agencies serving low-income families: the San Francisco Human Services Agency (SF-HSA), the Department of Public Health (SF-DPH), and the Office of Child Support Services. FaR focuses intensive resources, wraparound services, and case management across City departments and non-profit providers for the City's most at-risk families. The goal of FaR is to improve child and family outcomes by building better cross-system collaboration among service providers that are delivering a suite of stand-alone interventions in conjunction with one another. CalWORKs has also redesigned its approach to case management which shifts from compliance oriented, directive case management to customer-led case management focused on goals. This is intended to help families set goals that are aligned with program aims while taking into account families' strengths and the obstacles they face as they engage in activities on the path to full employment.

The California Department of Social Services mandates that employees receive annual training in welfare fraud prevention and detection. The purpose of the training is to provide HSA eligibility workers, non-eligibility staff, and investigators with techniques and understanding of federal and state requirements in order to protect the welfare system from fraud and abuse.

#### **3. Diversity, Inclusion, and Racial Equity**

The San Francisco Human Services Agency (SFHSA) is committed to a culture of inclusion in which our differences are celebrated. Everyone should have what they need to thrive no matter their race, age, ability, gender, sexual orientation, ethnicity, or country of origin. The Department believes that a diverse and inclusive workforce will produce more creative and innovative outcomes for the organization, and ultimately, its clients.

SFHSA is committed to combating systemic racism and disparate impact of governmental services by advancing racial equity in all aspects of our work, ensuring access to services and providing support to communities to ensure their ability to succeed and thrive.

SFHSA seeks to partner with community based organizations that share these values in their organizational culture and program services. The agency sees our contracted community based partners and their work as a means to enhance and further advance efforts to address racial equity and inclusion across San Francisco.

Respondents to this request for proposals must ensure that they clearly demonstrate how these values are exemplified through their organizational and program operations. This should include a description of the organization's plans, strategies, and activities to address racial equity and inclusion among staff and program participants, as well as internal controls to regularly review current practices through the lens of racial equity and inclusion to identify areas of improvement.

Additional examples of information to be provided are: the organizational mission or inclusion statements, non-discrimination documents, and/or other supporting documents, community outreach plans, staff training activities on racial equity, and a description of or data on the demographics of staff and program participants.

#### **4. Selection Overview**

The City shall award a contract to one proposer that meet the Minimum Qualifications of this Solicitation and obtain the highest ranking scores. Responsive Proposals will be evaluated by a panel ("Evaluation Panel") consisting of one or more parties with expertise related to goods and/or services being procured through this Solicitation. The Evaluation Panel may include staff from various City departments. Proposals will be evaluated based on the criteria outlined herein.

##### **B. Anticipated Term**

A contract awarded pursuant to this Solicitation shall have a tentative term of four (4) years from July 1, 2024 to June 30, 2028, subject to annual availability of funds, annual satisfactory contractor performance, and need. SFHSA reserves the right to enter into contracts of a shorter duration.

##### **C. Anticipated Not to Exceed Amount**

**The total estimated annual funding for this RFP is approximately \$174,250 per year, which may increase or decrease depending on funding availability. The funding amounts listed in this RFP are anticipated initial funding awards, based on current budget availability.** The source of funding for these services is state, federal and local funds. Actual awards will be determined by the number of responsive proposals that meet the Department's strategies and objectives, and funding may be less or more. **Please submit a proposal according to the limits in this RFP**, however, SFHSA may negotiate different funding allocations, contract terms, and project goals before finalizing awards. Should additional funding become available, award amounts may be increased significantly beyond the originally anticipated amount at a level commensurate to the details in the RFP.

All decisions regarding the size, length, and scope of future funding awards are subject to SFHSA approval and budget availability. Some of the service areas may not be funded initially, but the Department may award unfunded proposals within the term of this RFP if funds become available that align with the services proposed. Future funding is not guaranteed, and funding amounts and terms will depend upon the performance of the contractor during the initial award period, as well as other policy considerations as determined by SFHSA. SFHSA reserves the right, in its sole discretion, to not renew funding awards.

##### **D. Cooperative Agreement**

Any other City department, public entity or non-profit made up of multiple public entities, may use the results of this Solicitation to obtain some or all of the commodities or services to be provided by Proposer under the same terms and conditions of any contract awarded pursuant to this Solicitation.

### **E. Solicitation Schedule**

The anticipated schedule for this Solicitation is set forth below. These dates are tentative and subject to change.

<b>Proposal Phase</b>	<b>Tentative Date</b>
Request for Proposals Issued	January 24, 2024
Pre-Proposal Conference	January 31, 2024 at 10 am Via TeleConference
Deadline for Written Questions	February 5, 2024 at 3pm
Deadline to Submit Proposals	February 26, 2024 at 3pm
Tentative Evaluation of Proposals	March 2024
Tentative Notice of Award	March 2024
Tentative Date Services are to Begin	July 1, 2024

### **F. Definitions**

CalWORKs California Work Opportunity & Responsibility to Kids, welfare-to-work program for families receiving Temporary Aid to Needy Families (TANF) cash aid.

FaR Families Rising, a collective impact initiative with the goal of interrupting the transmission of intergenerational poverty

HSA Human Services Agency, City and County of San Francisco

## **II. SCOPE OF WORK**

The Scope of Work is to be used as a general guide and is not intended to be a complete list of all work necessary to complete the project. Contractors should use this description when designing their proposed programs. However, contractors may suggest modifications and/or additions that will, in their estimation, make the program more feasible or effective. The description below outlines the key program elements and services the selected vendor(s) will provide.

### **A. Description of Services**

#### **Social Work and Related Skills Trainings**

1. Provide expert advice on the training program design and delivery to CalWORKs and FaR team members, and potentially to members of the Agency's internal Learning & Development team (i.e., Train the Trainer).
2. Work with the CalWORKs and FaR management teams to collaboratively develop the training design, curriculum content and training delivery method. In partnership with FaR partner agencies, assess staff training needs and develop training curriculum recommendations.
3. Training to start within 15 days or sooner after getting HSA approval of the training curriculum.

4. Make modifications to the training curriculum as needed based on participant feedback and evaluation results.
5. Modify existing curriculum modules and/or develop new modules to accomplish specific training objectives, as determined by the needs assessment and approved by HSA.
6. Provide HSA with copies of all training materials, which the Agency may modify and use at its sole discretion both during and after the contract term.
7. Immediately subsequent to delivery of each training session, Contractor will gather participant feedback from 90% of participants on training format, delivery and content. Contractor will use evaluation forms approved by HSA.
8. Training topics will include:
  - Strength-Based Communication & Case Management
  - Coaching Through Resistance/Crisis
  - Assessment and Case Management
  - Trauma-Informed Case Coordination
  - Reflective Supervision
  - Professional Boundaries
  - Vicarious Trauma and Self-care
  - Effects of Toxic Stress on Executive Function
  - Motivational Interviewing
  - Client Goal Setting Techniques
  - Supervision as an interactive, collaborative and supportive partnership with line staff
  - Service Excellence Culture; Internal and External Customers (focus on soft skills)
  - Effective Welfare to Work Case Management
  - Continuous Quality Improvement
  - Problem Solving
  - Psychological Safety
  - Interactive Interviewing
  - Emotional Intelligence
  - Effective Communication
  - Personal and Professional Growth
  - Engaging and Empowering families
  - Adult Learning Principles
  - Others TBD in conjunction with HSA
9. HSA Responsibilities
  - HSA will work with the Contractor to collaboratively develop the training design, curriculum content and training delivery method.
  - HSA and Contractor will collaboratively establish training dates and times. HSA will secure training sites in San Francisco for the Contractor as needed.
  - HSA will assess staff training needs and refer training participants to the trainings in accordance with these identified needs.
  - HSA staff trainer will participate with Contractor during trainings in order to integrate materials into ongoing induction and in-service trainings.

### **Welfare Fraud Detection and Prevention Trainings**

The 4 hour online training, Welfare Fraud Detection and Prevention Technique trainings, presents techniques to help HSA staff prevent welfare fraud by educating participants, conduct thorough client interviews, complete legal forms, and follow standard procedures.

1. Training topics will include:
  - the staff's role in welfare fraud prevention and detection
  - interview techniques for thorough eligibility determination
  - inconsistencies and other fraud indicators
  - fraud detection resources
2. As a result of this workshop, participants will increase their ability to detect welfare fraud and help avoid fraud.
3. Key Eligibility Factors for Welfare Fraud Investigators: Familiarity of key factors of eligibility is essential to the completion of a thorough and effective investigation of potential fraud. This workshop will review these factors.
4. Training Topics will include:
  - household composition
  - resources
  - income
  - verification
  - reporting requirements
5. Participants of this workshop will gain a greater understanding of federal and state requirements that govern the CalWORKs, CalFresh, and Medi-Cal programs to assist them in their role of ensuring correct and accurate benefits are issued to applicants and recipients of aid.

### **B. Objectives**

Respondents should state in measurable, quantifiable terms the service and outcome objectives they will achieve in providing these services. The major purpose of objectives is to measure quantity, quality, and impact of services. In measuring these areas, a balance should be created between the value of the information and the time/effort required to collect the information. The objectives stated in the proposal may be incorporated as part of the program's evaluation plan.

#### **1. Services Objectives**

As part of the proposal, the respondent will be required to develop specific service objectives that measure the quantity and other aspects of services. The objectives should state the target quantities and match the program services as proposed.

### **Social Work and Related Skills Trainings**

Contractor will provide up to 30 training days onsite in San Francisco, or virtually if needed, to as many as 35 staff persons per training session. In-person trainings are preferred.

### **Welfare Fraud Detection and Prevention Trainings**

Contractor will provide access to the online content for 800 SF-HSA staff over 60 days. Contractor will also provide technical support of log-in and troubleshooting issues.

## **2. Outcome Objectives**

As part of the proposal, the respondent will be required to develop specific outcome objectives that demonstrate and measure the impact, outcomes, or results of services. Both quantitative and qualitative analysis shall be applied to measure program efficiency and effectiveness. The outcome objectives specified below will be required for each contract.

### **Social Work and Related Skills Trainings**

At least 85% of participants who complete the initial evaluation form will indicate that the training effectively provided helpful information and social work tools for working with the CalWORKs and FaR populations.

### **Welfare Fraud Detection and Prevention Trainings**

A post-test will be administered at the end of the training module to each participant. Participants must pass with a minimum of 80% to demonstrate basic knowledge of welfare fraud and fraud detection and successfully complete training.

## **C. Reporting Requirements**

### **Social Work and Related Skills Trainings**

- 1) Provide monthly evaluation reports to HSA during follow-up consulting, due no later than the tenth day of the following month.
- 2) Provide evaluation and attendance reports to HSA including written summaries of participant evaluations, due no later than the tenth day of the month following the date of the training.

### **Welfare Fraud Detection and Prevention Trainings**

- 3) Provide evaluation and completion reports to HSA after 30 days and 60 days, due no later than the tenth day of the following month.

## **III. SUBMISSION REQUIREMENTS**

### **A. Time and Place for Submission of Proposals**

Proposers shall submit one (1) electronic pdf copy of the proposal to Candace.Gray@sfgov.org and HSARFP@sfgov.org. Electronic file title should include RFP number, agency name, number of files submitted i.e. 1 of 4. Proposals must be received by 3:00 p.m. on February 26, 2024. Late submissions will not be considered. Supplemental documents or revisions after the deadline will not be accepted.

**Department staff will confirm receipt of all Respondent submissions within one (1) business day after the deadline for receipt noted above.**

### **B. Format**

Proposals must be created using a word processing software (e.g. Microsoft Word or Excel), text should be unjustified (i.e., with a ragged-right margin), double-spaced, using a 12-point serif font

(e.g.-Times New Roman, not Arial), and page margins should be at least 1” on all sides (excluding headers and footers).

### **C. Content**

Organizations interested in responding to this RFP must submit the following information, in the order specified below. All proposals for funding must be developed using the format below. This is necessary so that all proposals can receive fair and equal evaluation. Proposals not following the required format will not be considered for funding. Information must be at a level of detail that enables effective evaluation and comparison between proposals by the Proposal Evaluation Panel. The Respondent must ensure that the proposal addresses the Selection Criteria.

**1. Table of Contents**

Each proposal package should contain a complete table of contents showing page numbers. All pages in the package must be numbered consecutively, and major sections must be indexed.

**2. RFP Cover Page – (use form provided in Section X)**

Submit the cover page signed by a person authorized to obligate the organization to perform the commitments contained in the proposal. Submission of this document will constitute a representation by the organization that the organization is willing and able to perform the commitments contained in the proposal.

**3. Minimum Qualifications – up to 3 pages**

All agencies submitting proposals for funding must provide a *Minimum Qualifications Narrative* describing in detail how the proposing agency meets each of the Minimum Qualifications. Any proposals failing to demonstrate these qualifications will be considered non-responsive and will not be eligible for proposal review/award. (refer to section IV, Item A)

**4. Contracts (both public and private) – up to 2 pages**

Agencies should submit a statement listing relevant contracts with a description of the services which have been completed during the last three (3) years. The statement must also list any failure or refusal to complete a contract, including details and dates. Include any unresolved and/or outstanding findings from any program or fiscal/compliance visits done by the City. If no outstanding issues, provide a statement that your agency is in full compliance with program and fiscal monitoring. Provide disclosure of any litigation including Respondent, subcontracts, or any principal officers thereof in connection with any contract or grant.

**5. Organizational Capacity – up to 5 pages (not including resumes/job descriptions)**

Description of your agency’s ability to deliver the services proposed in this RFP. In addition, please address the following:

- a) Description of agency experience and staff skills related to working with government agencies, social services curriculum development, and training plan design. Briefly explain how your organization is qualified to implement the services
- b) Describe organizational structure and staffing patterns needed to provide the proposed services, including management/supervisory infrastructure and administrative/financial capacity. Attach job descriptions and resumes of key program staff and clearly identify which staff position they occupy and provide written assurance that the key individuals listed and identified will be performing the work and will not be substituted with other personnel or reassigned to another project without the City’s prior approval. Clearly



identify whether services will be performed by existing staff or by proposed staff.

c) A description of the organization's plans, strategies, and activities to address racial equity, cultural competence and inclusion among staff and program participants, as well as internal controls to regularly review current practices through the lens of racial equity and inclusion to identify areas of improvement, including cultural and linguistic competencies. Describe agencies language and cultural capacity

d) Description of staff training plans to ensure services are provided in an efficient manner and service and outcome objectives are being achieved.

**6. Program Approach – up to 10 pages**

Description of your agency's specific program approach to deliver the services proposed in this RFP. In addition, please address the following:

- a) Description of your agency's specific program approach to implement the training plan/components proposed and how this training program approach or service model will effectively improve the participants' skillsets (be sure to address all applicable items listed in Scope of Work, and Service and Outcome Objectives).
- b) List and explain the specific service and outcome objectives to be accomplished and how they will be measured. Describe methods for data collection, documentation, and reporting on service and outcome objectives.
- c) Describe the proposed model for clients to offer input regarding program design, service delivery and program operations.

**7. Fiscal Capacity (Price Proposal) – up to 4 pages.**

The SFHSA intends to award this contract to respondents that it considers will provide the best overall program services at a reasonable pricing structure. The SFHSA reserves the right to accept other than the lowest priced offer and to reject any proposals that are not responsive to this request. See attachment 2 for the Price Proposal Sample.

**8. Completed Page Number Form (refer to Section X)**

**IV. PROPOSAL EVALUATION CRITERIA**

**A. Minimum Qualifications (Pass/Fail)**

Proposers must provide documentation that clearly demonstrates each Minimum Qualification (MQ) listed below has been met at time of submission. Minimum Qualification documentation should be clearly marked as "MQ1", MQ2", etc. to indicate which MQ it supports. Each Proposal will be reviewed for initial determination on whether Proposer meets the MQs referenced in this section. **This screening is a pass or fail determination and a Proposal that fails to meet the Minimum Qualifications will not be eligible for further consideration in the evaluation process.** The City reserves the right to request clarifications from Proposers prior to rejecting a Proposal for failure to meet the Minimum Qualifications.

MQ #	Description
MQ1	Proposer has 3 years of experience providing social services curriculum development and training sessions or similar services as described in the RFP.
MQ2	Must be willing and able to comply with the City contracting requirements set forth in Section VIII of this RFP.
MQ3	Current certified vendor or the ability to become a certified vendor with the City and County of San Francisco within ten (10) days of notice of award.

<b>MQ4</b>	Proposer has 3 years of experience with multi-system collaborative approaches including program silos and regulatory processes.
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Proposals should clearly demonstrate that the qualifications are met. Insufficient or incomplete information may result in a proposal being considered non-responsive and may not be eligible for award of the contract.

**Please note:** Agencies submitting proposals that have previously contracted with the City and County of San Francisco and/ or Federal agencies to provide goods and/or services must successfully demonstrate compliance with performance/monitoring requirements specified in previous grants/contracts (corrective actions) in order to be considered responsive to this RFP.

**Documented failure to correct performance/monitoring deficiencies identified in past City and County grants/contracts may result in Agency disqualification to participate in this RFP.** Provide a statement of any unresolved and/or outstanding findings from any program or fiscal/compliance visits done by the City. If no outstanding issues, provide a statement that your agency is in full compliance with program and fiscal monitoring. (Refer to section III.C.4)

## B. Selection Criteria

The proposals will be evaluated by a selection committee comprised of parties with expertise in the service areas identified in this RFP. The City intends to evaluate the proposals generally in accordance with the criteria itemized below.

Total Possible Points: 100

### Organizational Capacity (40 points)

- 1) Does the respondent demonstrate the management/supervisory infrastructure, and administrative/financial capacity to deliver the proposed services? (10 points)
- 2) Does the agency have experience and a history of successfully providing these services? Respondent has a well-established history of competently providing these services in the respondent's proposal. Are the curriculums tested and effective? Respondent has experience in successfully providing the type of services describe in the RFP or experience and demonstrated ability to implement new programming and/or services. (10 points)
- 3) In terms of time and quality, is there adequate management or oversight to oversee program implementation, communication with agencies, and to promote collaboration? (5 points)
- 4) Based on job descriptions and qualifications, does the staff have the necessary skill, training, and experience to successfully provide the services including to government agency work, social services curriculum development, and training plan design? Is the program sufficiently staffed? Demonstrate expertise of the organization necessary to complete the tasks, including quality of recently completed projects that meet the requirements and adhere to schedules. Demonstrate appropriate experience, professional qualifications and education of staff assigned to the project, a realistic description of the tasks to be performed by each staff person, reasonable workload and work schedule, staff availability, and accessibility. (10 points)
- 5) Does the agency clearly demonstrate how racial equity and cultural competence values are exemplified through their organizational and program operations? This should include

a description of the organization's plans, strategies, and activities to address racial equity and inclusion among staff and program participants, as well as internal controls to regularly review current practices through the lens of racial equity and inclusion to identify areas of improvement. Do they address the agencies language and cultural capacity (5 points)

Program Approach (35 points)

- 1) Does the respondent clearly describe the agency's specific program approach to deliver the service components proposed and how this program approach or service model will appropriately address the needs outlined in this RFP including Scope of Work, and Service and Outcome Objectives? (15 points)
- 2) Does the respondent describe specific service and outcome objectives to be accomplished and how they will be measured? Does the respondent include an explanation of methods for data collection, documentation, and reporting on service and outcome objectives? (15 points)
- 3) Does the proposed model include methods for clients to offer input regarding program design, service delivery and program operations? (5 points)

Fiscal Capacity (25 points)

- 1) The price proposal reflects sound, adequate allocation of resources, matching the program components. Is the total proposal within the annual? (10 points)
- 2) Are the overall costs reasonable and competitive with other proposals? Are specific costs reasonable, justified, and competitive? (15 points)

## **V. PRE-PROPOSAL CONFERENCE AND CONTRACT AWARD**

### **A. Pre-Proposal Conference**

Proposers are encouraged to attend a Pre-Proposal Conference on January 31, 2024, at 10 am to be held via teleconference. All questions will be addressed at this conference and any available new information will be provided at that time. If you have further questions regarding the RFP, please contact the individual designated in Section VI.B.

### **B. Award**

SFHSA will select a proposer with whom Agency staff shall commence contract negotiations. The selected proposal will be part of the final contract and will be used as a starting point for negotiations. The acceptance and/or selection of any Proposal(s) shall not imply acceptance by the City of all terms of the Proposal(s), which may be subject to further negotiations and approvals before the City may be legally bound thereby. SFHSA may negotiate modifications after the bid/proposal has been selected to assure that all necessary program requirements are covered before the contract is signed. If a satisfactory contract cannot be negotiated in a reasonable time, SFHSA, in its sole discretion, may terminate negotiations with the highest ranked proposer and begin contract negotiations with the next highest ranked proposer.

### C. Written Questions and Requests for Clarification

Proposers are encouraged to submit written questions to [Candace.Gray@sfgov.org](mailto:Candace.Gray@sfgov.org) and [HSARFP@sfgov.org](mailto:HSARFP@sfgov.org). All questions will be addressed and any available new information will be provided in writing via email to proposers. All written questions must be submitted on or prior to February 5, 2024 at 3pm.

## VI. TERMS AND CONDITIONS FOR RECEIPT OF PROPOSALS

### A. Inquiries Regarding RFP

All inquiries regarding the RFP or clarification of the RFP, must be directed to: [Candace.Gray@sfgov.org](mailto:Candace.Gray@sfgov.org) and [HSARFP@sfgov.org](mailto:HSARFP@sfgov.org)

### B. How to Register as a City Supplier

The following requirements pertain only to Proposers not currently registered with the City as a Supplier.

**Step 1:** Register as a BIDDER at City's Supplier Portal:

<https://sfcitypartner.sfgov.org/pages/index.aspx>

**Step 2:** Follow instructions for converting your BIDDER ID to a SUPPLIER ID. This will require you to register with the City Tax Collector's Office and submit Chapter 12B and 12C forms through the Supplier portal. Once these forms have been completed, submitted, and processed, you will be notified via email with your organization's new Supplier ID. That email will also provide instructions for completing your Supplier registration.

- **City Business Tax Registration Inquiries:** For questions regarding business tax registration procedures and requirements, contact the Tax Collector's Office at (415) 554-4400 or, if calling from within the City and County of San Francisco, 311.
- **Chapter 12(B) and 12(C) Inquiries:** For questions concerning the City's Chapter 12(B) and 12(C) Equal Benefits and Non-Discrimination in Contracting requirements, go to: [www.sfgov.org/cmd](http://www.sfgov.org/cmd).

### C. Proposal Questions and Submissions

#### 1. Proposer Questions and Requests for Clarification

Proposers shall address any questions regarding this Solicitation to [Candace.Gray@sfgov.org](mailto:Candace.Gray@sfgov.org) and [HSARFP@sfgov.org](mailto:HSARFP@sfgov.org). Proposers who fail to submit questions concerning this Solicitation and its requirements will waive all further rights to protest based on the specifications and conditions herein. **Questions must be submitted by email to [Candace.Gray@sfgov.org](mailto:Candace.Gray@sfgov.org) and [HSARFP@sfgov.org](mailto:HSARFP@sfgov.org) no later than Written Questions Due Date.** A written Addendum will be executed addressing each question and answer and posted publicly. It is the responsibility of the Proposer to check for any Addenda and other updates that will be posted on the City's Supplier Portal: <https://sfcitypartner.sfgov.org/pages/Events-BS3/event-search.aspx>.

#### 2. Proposal Format

Proposals must be created using a word processing software (e.g. Microsoft Word or Excel) and typed in a serif font (e.g. Times New Roman). The document must have page margins of at least 1" on all sides. Information must be provided at a level of detail that enables effective evaluation and comparison between Proposals. Failure to follow formatting, submission, or content requirements, as well as page limit restrictions (if any), may negatively impact the evaluation of your Proposal.

### 3. Time and Place for Submission of Proposals

Proposers shall submit one (1) electronic pdf copy of the proposal to [Candace.Gray@sfgov.org](mailto:Candace.Gray@sfgov.org) and [HSARFP@sfgov.org](mailto:HSARFP@sfgov.org). Electronic file title should include RFP number, agency name, number of files submitted i.e., 1 of 4. Proposals must be received by 3pm, on February 26, 2024. Late submissions will not be considered. Supplemental documents or revisions after the deadline will not be accepted.

**Department staff will confirm receipt of all Respondent submissions within one (1) working day after the deadline for receipt noted above.**

#### D. Proposal Addenda

The City may modify this Solicitation, prior to the Proposal Due Date, by issuing an Addendum to the Solicitation, which will be posted on the San Francisco Supplier Portal. Every Addendum will create a new version of the Sourcing Event and Proposers must monitor the event for new versions. **The Proposer shall be responsible for ensuring that its Proposal reflects any and all Addenda issued by the City prior to the Proposal Due Date regardless of when the Proposal is submitted.** Therefore, the City recommends that the Proposer consult the website frequently, including shortly before the Proposal Due Date, to determine if the Proposer has downloaded all Solicitation Addenda. It is the responsibility of the Proposer to check for any Addenda, Questions and Answers documents, and updates, which may be posted to the subject Solicitation.

**THE SUBMITTAL OF A RESPONSE TO THIS SOLICITATION SHALL EXPLICITLY STIPULATE ACCEPTANCE BY PROPOSERS OF THE TERMS FOUND IN THIS SOLICITATION, ANY AND ALL ADDENDA ISSUED TO THIS SOLICITATION, AND THE PROPOSED CONTRACT TERMS.**

#### E. Public Disclosure

All documents under this solicitation process are subject to public disclosure per the California Public Records Act (California Government Code Section §6250 et. Seq) and the San Francisco Sunshine Ordinance (San Francisco Administrative Code Chapter 67). Contracts, Proposals, responses, and all other records of communications between the City and Proposers shall be open to inspection immediately after a contract has been awarded. Nothing in this Administrative Code provision requires the disclosure of a private person's or organization's net worth or other proprietary financial data submitted for qualification for a contract or other benefit until and unless that person or organization is awarded the contract or benefit.

If the City receives a Public Records Request ("Request") pertaining to this solicitation, City will use its best efforts to notify the affected Proposer(s) of the Request and to provide the Proposer with a description of the material that the City deems responsive and the due date for disclosure ("Response Date"). If the Proposer asserts that some or all of the material requested contains or reveals valuable trade secret or other information belonging to the Proposer that is exempt from disclosure and directs the City in writing to withhold such material from production ("Withholding Directive"), then the City will comply with the Withholding Directive on the condition that the Proposer seeks judicial relief on or before the Response Date. Should Proposer fail to seek judicial relief on or before the Response Date, the City shall proceed with the disclosure of responsive documents.

#### **F. Limitation on Communications During Solicitation**

From the date this Solicitation is issued until the date the competitive process of this Solicitation is completed (either by cancellation or final Award), Proposers and their subcontractors, vendors, representatives and/or other parties under Proposer's control, shall communicate solely with the Contract Administrator whose name appears in this Solicitation. Any attempt to communicate with any party other than the Contract Administrator whose name appears in this Solicitation – including any City official, representative or employee – is strictly prohibited. Failure to comply with this communications protocol may, at the sole discretion of City, result in the disqualification of the Proposer or potential Proposer from the competitive process. This protocol does not apply to communications with the City regarding business not related to this Solicitation.

#### **G. Proposal Selection Shall Not Imply Acceptance**

The acceptance and/or selection of any Proposal(s) shall not imply acceptance by the City of all terms of the Proposal(s), which may be subject to further approvals before the City may be legally bound thereby.

#### **H. Cybersecurity Risk Assessment**

As part of City's evaluation process, City may engage in Cybersecurity Risk Assessment (CRA). CRA may be performed for each entity manufacturing the product, performing technical functions related to the product's performance, and/or accessing City's networks and systems. Where a prime contractor or reseller plays an active role in each of these activities, CRA may also be required for the prime contractor or reseller.

To conduct a CRA, City may collect as part of this Solicitation process one of the following two reports:

- **SOC-2 Type 2 Report:** Report on Controls at a Service Organization Relevant to Security, Availability, Processing Integrity, Confidentiality or Privacy; or
- **City's Cyber Risk Assessment Questionnaire:** Proposer's responses to a City's Cyber Risk Assessment Questionnaire.

The above reports may be requested at such time City has selected or is considering a potential Proposer. The reports will be evaluated by the soliciting Department and the City's Department of Technology to identify existing or potential cyber risks to City. Should such risks be identified, City may shall afford a potential Proposer an opportunity to cure such risk within a period of time deemed reasonable to City. Such remediation and continuing compliance shall be subject to City's on-going review and audit through industry-standard methodologies, including but not limited to: on-site visits, review of the entities' cybersecurity program, penetration testing, and/or code reviews.

#### **I. Solicitation Errors and Omissions**

Proposers are responsible for reviewing all portions of this Solicitation. Proposers are to promptly notify the City, in writing and to the Solicitation contact person if the Proposer discovers any ambiguity, discrepancy, omission, or other error in the Solicitation. Any such notification should be directed to the City promptly after discovery, but in no event later than the deadline for questions. Modifications and clarifications will be made by Addenda as provided below.

#### **J. Objections to Solicitation Terms**

Should a Proposer object on any ground to any provision or legal requirement set forth in this Solicitation, the Proposer must, no later than the deadline for questions, provide written notice to

the City setting forth with specificity the grounds for the objection. The failure of a Proposer to object in the manner set forth in this paragraph shall constitute a complete and irrevocable waiver of any such objection.

## **K. Protest Procedures**

### **1. Notice of Intent to Award-Required Documentation**

After the City issues a Notice of Intent to Award, and before contract award, if requested by the City, the successful Proposer must possess all qualifications required for the contract. Any failure to demonstrate satisfaction of one or more of following requirements, if requested by the City, will be considered sufficient for the disqualification of the Proposer as nonresponsive and will entitle the City to terminate negotiations and move to the next highest ranked Proposer for contract award.

1. Proposer is registered in the System of Award Management (SAM) and has no exclusions;
2. Proposer is in good standing with the California Secretary of State;
3. Proposer is in good standing with the Franchise Tax Board
4. Proposer is in good standing with the Internal Revenue Service.
5. Proposer is in good standing with California Attorney General's Registry of Charitable Trusts

**Note: Proposer's failure to remain in good standing with the above after award will entitle the City immediately to terminate the contract for default with no opportunity for the Proposer to cure.**

### **2. Protest of Non-Responsiveness Determination**

Within three (3) business days of the City's issuance of a Notice of Non-Responsiveness, a Proposer may submit a written Notice of Protest of Non-Responsiveness. The Notice of Protest must include a written statement specifying in detail each and every one of the grounds asserted for the protest. The Notice of Protest must be signed by an individual authorized to represent the Proposer, and must cite the law, rule, local ordinance, procedure or Solicitation provision on which the protest is based. In addition, the Notice of Protest must specify facts and evidence sufficient for the City to determine the validity of the protest.

### **3. Protest of Award**

Within three (3) business days of the City's issuance of a Notice of Intent to Award, a Proposer may submit a written Notice of Protest of Contract Award. The Notice of Protest must include a written statement specifying in detail each and every one of the grounds asserted for the protest. The Notice of Protest must be signed by an individual authorized to represent the Proposer, and must cite the law, rule, local ordinance, procedure or Solicitation provision on which the protest is based. In addition, the Notice of Protest must specify facts and evidence sufficient for the City to determine the validity of the protest.

### **4. Delivery of Protests**

A Notice of Protest must be written. Protests made orally (e.g., by telephone) will not be considered. A Notice of Protest must be delivered by mail or email to the Contract Administrator whose name and contact information appears on the cover page to this Solicitation and received by the due dates stated above. A Notice of Protest shall be transmitted by a means that will objectively establish the date the City received the Notice of Protest. If a Notice of Protest is mailed, the protestor bears the risk of non-delivery within the deadlines specified herein.

Executive Director  
Human Services Agency  
P.O. Box 7988  
San Francisco, CA 94120  
[Trent.Rhorer@sfgov.org](mailto:Trent.Rhorer@sfgov.org)

**L. Proposal Term**

Submission of a Proposal signifies that the proposed products, services and prices are valid for 180 calendar days from the Proposal Due Date and that the quoted prices are genuine and not the result of collusion or any other anti-competitive activity. At Proposer's election, the Proposal may remain valid beyond the 180-day period in the circumstance of extended negotiations.

**M. Revision to Proposal**

A Proposer may revise a Proposal on the Proposer's own initiative at any time before the deadline for submission of Proposals. The Proposer must submit the revised Proposal in the same manner as the original. A revised Proposal must be received on or before, but no later than the Proposal Due Date and time. In no case will a statement of intent to submit a revised Proposal, or commencement of a revision process, extend the Proposal Due Date for any Proposer. At any time during the Proposal evaluation process, the City may require a Proposer to provide oral or written clarification of its Proposal. The City reserves the right to make an award without further clarifications of Proposals received.

**N. Proposal Errors and Omissions**

Failure by the City to object to an error, omission, or deviation in the Proposal will in no way modify the Solicitation or excuse the Proposer from full compliance with the specifications of this Solicitation or any contract awarded pursuant to this Solicitation.

**O. Financial Responsibility**

The City accepts no financial responsibility for any costs incurred by a Proposer in responding to this Solicitation. Proposers acknowledge and agree that their submissions in response to this Solicitation will become the property of the City and may be used by the City in any way deemed appropriate.

**P. Proposer's Obligations under the Campaign Reform Ordinance**

If a contract awarded pursuant to this Solicitation has (A) a value of \$100,000 or more in a fiscal year and (B) requires the approval of an elected City official, Proposers are hereby advised:

1. Submission of a Proposal in response to this Solicitation may subject the Proposers to restrictions under Campaign and Governmental Conduct Code Section 1.126, which prohibits City contractors, Proposers, and their affiliates from making political contributions to certain City elective officers and candidates; and
2. Before submitting a Proposal in response to this Solicitation, Proposers are required to notify their affiliates and subcontractors listed in the awarded contract or Proposal of the political contribution restrictions set forth in Campaign and Governmental Conduct Code section 1.126.

This restriction applies to the party seeking the contract, the party's board of directors, chairperson, chief executive officer, chief financial officer, chief operating officer, any person



with an ownership interest greater than ten percent, and any political committees controlled or sponsored by the party, as well as any subcontractors listed in the awarded contract or Proposal. The law both prohibits the donor from giving contributions and prohibits the elected official from soliciting or accepting them.

The people and entities listed in the preceding paragraph may not make a campaign contribution to the elected official at any time from the submission of a Proposal for a contract until either: (1) negotiations are terminated and no contract is awarded; or (2) twelve months have elapsed since the award of the contract.

A violation of Section 1.126 may result in criminal, civil, or administrative penalties. For further information, Proposers should contact the San Francisco Ethics Commission at [\(415\) 252-3100](tel:4152523100) or go to <https://sfethics.org/compliance/city-officers/city-contracts/city-departments/notifying-bidders-and-potential-bidders>.

**Q. Reservations of Rights by the City**

The issuance of this Solicitation does not constitute a guarantee by the City that a contract will be awarded or executed by the City. The City expressly reserves the right at any time to:

1. Waive or correct any defect or informality in any response, Proposal, or Proposal procedure;
2. Reject any or all Proposals;
3. Reissue the Solicitation;
4. Prior to submission deadline for Proposals, modify all or any portion of the selection procedures, including deadlines for accepting responses, the specifications or requirements for any materials, equipment or services to be provided under this Solicitation, or the requirements for contents or format of the Proposals;
5. Procure any materials, equipment or services specified in this Solicitation by any other means; or
6. Determine that the subject goods or services are no longer necessary.

**R. No Waiver**

No waiver by the City of any provision of this Solicitation shall be implied from the City's failure to recognize or take action on account of a Proposer's failure to comply with this Solicitation.

**S. Other**

1. The City may make such investigation, as it deems necessary, prior to the award of this contract to determine the conditions under which the goods are to be delivered or the work is to be performed. Factors considered by the City shall include, but not be limited to:
  - a. Any condition set forth in this Solicitation;
  - b. Adequacy of Proposer's plant facilities and/or equipment, location and personnel location to properly perform all services called for under the Purchase Order; and
  - c. Delivery time(s).
2. City reserves the right to inspect an awarded Proposer's place of business prior to award of and/or at any time during the contract term (or any extension thereof) to aid City in determining an awarded Proposer's capabilities and qualifications.

3. Failure to timely execute a contract, or to furnish any and all insurance certificates and policy endorsements, surety bonds or other materials required in the contract, shall be deemed an abandonment of a contract offer. The City, in its sole discretion, may select another Proposer and may proceed against the original selectee for damages.

4. City reserves the right to reject any Proposal on which the information submitted by Proposer fails to satisfy City and/or if Proposer is unable to supply the information and documentation required by this Solicitation within the period of time requested.

5. Any false statements made by a Proposer or any related communication/clarification may result in the disqualification of its Proposal from receiving further evaluation and a contract award.

#### **T. Local Business Enterprise Goals and Outreach**

Due to county, federal and state funding for these services, LBE bid discounts will not be used in this RFP.

### **VII. CITY'S SOCIAL AND ECONOMIC POLICY REQUIREMENTS**

The San Francisco Municipal Code establishes a number of requirements for people seeking to do business with the City ("Social and Economic Policy Requirements"). These Social and Economic Policy Requirements set forth below, which Proposers are encouraged to carefully review. The Social and Economic Policy Requirements set forth below are not intended to be a complete list of all Social Policy Requirements applicable to this Solicitation and any contracts awarded from it.

#### **A. Proposers Unable to do Business with the City**

##### **1. Generally**

Proposers that do not comply with laws set forth in San Francisco's Municipal Codes may be unable to enter into a contract with the City. Laws applicable to this Solicitation are set forth below.

##### **2. Reserved (Administrative Code Chapter 12X)**

##### **3. Administrative Code Chapter 12B**

A Proposer selected pursuant to this Solicitation may not, during the term of the Agreement, in any of its operations in San Francisco, on real property owned by San Francisco, or where work is being performed for the City elsewhere in the United States, discriminate in the provision of bereavement leave, family medical leave, health benefits, membership or membership discounts, moving expenses, pension and retirement benefits or travel benefits, as well as any benefits other than the benefits specified above, between employees with domestic partners and employees with spouses, and/or between the domestic partners and spouses of such employees, where the domestic partnership has been registered with a governmental entity pursuant to state or local law authorizing such registration, subject to the conditions set forth in §12B.2(b) of the San Francisco Administrative Code.

#### **B. Health Care Accountability Ordinance**

A Proposer selected pursuant to this Solicitation shall comply with the requirements of Chapter 12Q. For each Covered Employee, an awarded Proposer shall provide the appropriate health benefit set forth in Section 12Q.3 of the Health Care Accountability Ordinance (HCAO). If a Proposer selected pursuant to this Solicitation chooses to offer the health plan option, such health

plan shall meet the minimum standards set forth by the San Francisco Health Commission. Information about and the text of the Chapter 12Q and the Health Commission's minimum standards are available at <http://sfgov.org/olse/hcao>. Any Subcontract entered into by Proposer shall also be required to comply with the requirements of the HCAO and shall contain contractual obligations substantially the same as those set forth in this section.

### **C. Minimum Compensation Ordinance**

A Proposer selected pursuant to this Solicitation shall comply with Administrative Code Chapter 12P. A Proposer selected pursuant to this Solicitation shall pay covered employees no less than the minimum compensation required by San Francisco Administrative Code Chapter 12P, including a minimum hourly gross compensation, compensated time off, and uncompensated time off. A Proposer selected pursuant to this Solicitation is subject to the enforcement and penalty provisions in Chapter 12P. Information about and the text of the Chapter 12P is available on the web at <http://sfgov.org/olse/mco>.

### **D. First Source Hiring Program**

A proposer selected pursuant to this solicitation shall comply with all of the provisions of the First Source Hiring Program, Chapter 83 of the San Francisco Administrative Code that apply to this agreement and an awarded proposer is subject to the enforcement and penalty provisions in Chapter 83.

## **VIII. CONTRACT REQUIREMENTS**

### **A. Contract Terms and Negotiations**

The successful Proposer will be required to enter into the Agreement in the form attached hereto as Attachment 1, City's Proposed Agreement Terms. **City's Proposed Agreement Terms are not subject to negotiation.** However, Proposers may identify those contract terms to which they object as part of the questions they submit by the Questions Due Date. City shall evaluate all objections and determine what, if any changes, will be incorporated into City's Contract Terms prior to the Proposal Due Date. Any such changes will be made known to all Proposers through an Addendum to this Solicitation. Failure to timely execute the Proposed Agreement, or to furnish any and all insurance certificates and policy endorsements, surety bonds or other materials required in the Proposed Agreement, shall be deemed an abandonment of the Proposal and City, in its sole discretion, may select another Proposer and proceed against the original selectee for damages.

### **B. Insurance Requirements**

1. Types and Amounts of Coverage. Without limiting Contractor's liability, Contractor shall maintain in force, during the full term of the contract agreement, insurance in the following amounts and coverages:
  - a. Workers' Compensation, in statutory amounts, with Employers' Liability Limits not less than one million dollars (\$1,000,000) each accident, injury, or illness.
  - b. Commercial General Liability Insurance with limits not less than \$1,000,000 each occurrence and \$2,000,000 general aggregate for Bodily Injury and Property Damage, including Contractual

Liability, Personal Injury, Products and Completed Operations; policy must include Abuse and Molestation coverage, and

- c. Commercial Automobile Liability Insurance with limits not less than one million dollars (\$1,000,000) each occurrence Combined Single Limit for Bodily Injury and Property Damage, including Owned, Non-Owned and Hired auto coverage, as applicable.

If professionals are used as part of the contract agreement, professional liability will be required:

- d. Professional liability insurance for negligent acts, errors or omission with respect to professional or technical services, if any, required in the performance of this Agreement with limits not less than one million dollars (\$1,000,000) each claim.

Contractor that will provide technology type services must provide Technology Errors and Omissions Liability insurance. Limits of insurance may be increased according to the Scope of Work, risk, and amount of contract:

- e. Technology Errors and Omissions Liability coverage, with limits of \$1,000,000 each occurrence and each loss, and \$2,000,000 general aggregate. The policy shall at a minimum cover professional misconduct or lack of the requisite skill required for the performance of services defined in the contract and shall also provide coverage for the following risks:
  - i. Liability arising from theft, dissemination, and/or use of confidential information, including but not limited to, bank and credit card account information or personal information, such as name, address, social security numbers, confidential social service information, protected health information or other personally identifying information, stored or transmitted in electronic form;
  - ii. Network security liability arising from the unauthorized access to, use of, or tampering with computers or computer systems, including hacker attacks; and
  - iii. Liability arising from the introduction of any form of malicious software including computer viruses into, or otherwise causing damage to the City's or third person's computer, computer system, network, or similar computer related property and the data, software, and programs thereon.

- 2. Additional Requirements for General and Automobile Coverage. Commercial General Liability and Commercial Automobile Liability insurance policies shall:
  - a. Name as additional insured City and its officers, agents and employees.
  - b. Provide that such policies are primary insurance to any other insurance available to the Additional Insureds, with respect to any claims arising out of this Agreement, and that insurance applies

separately to each insured against whom claim is made or suit is brought, except with respect to limits of liability.

3. Additional Requirements for All Policies. All policies shall be endorsed to provide at least thirty (30) days' advance written notice to City of cancellation of policy for any reason, nonrenewal or reduction in coverage and specific notice mailed to City's address for notices pursuant to Article 15.
4. Required Post-Expiration Coverage. Should any of the insurance required hereunder be provided under a claims-made form, Contractor shall maintain such coverage continuously throughout the term of this Agreement and, without lapse, for a period of three (3) years beyond the expiration or termination of this Agreement, to the effect that, should occurrences during the term hereof give rise to claims made after expiration or termination of the Agreement, such claims shall be covered by such claims-made policies.
5. General Annual Aggregate Limit/Inclusion of Claims Investigation or Legal Defense Costs. Should any of the insurance required hereunder be provided under a form of coverage that includes a general annual aggregate limit or provides that claims investigation or legal defense costs be included in such general annual aggregate limit, such general annual aggregate limit shall be double the occurrence or claims limits specified above.
6. Evidence of Insurance. Before commencing any operations under this Agreement, Contractor shall furnish to City certificates of insurance, and additional insured policy endorsements, in form and with insurers satisfactory to City, evidencing all coverages set forth above, and shall furnish complete copies of policies promptly upon City's request. Before commencing any operations under this Agreement, Contractor shall furnish to City certificates of insurance and additional insured policy endorsements with insurers with ratings comparable to A-, VIII or higher, that are authorized to do business in the State of California, and that are satisfactory to City, in form evidencing all coverages set forth above. Failure to maintain insurance shall constitute a material breach of this Agreement.
7. Effect of Approval. Approval of any insurance by City shall not relieve or decrease the liability of Contractor hereunder.
8. Insurance for Subcontractors and Evidence of this Insurance. If a subcontractor will be used to complete any portion of this agreement, the contractor shall ensure that the subcontractor shall provide all necessary insurance and shall name the City and County of San Francisco, its officers, agents, and employees and the contractor listed as additional insureds.
9. Regarding Workers' Compensation, Contractor hereby agrees to waive subrogation which any insurer of Contractor may acquire from Contractor by virtue of the payment of any loss. Contractor agrees to obtain any endorsement that may be necessary to effect this waiver of subrogation. The Workers' Compensation policy shall be endorsed with a waiver of

subrogation in favor of the City for all work performed by the Contractor, its employees, agents and subcontractors.

10. Should any required insurance lapse during the term of this Agreement, requests for payments originating after such lapse shall not be processed until the City receives satisfactory evidence of reinstated coverage as required by this Agreement, effective as of the lapse date. If insurance is not reinstated, the City may, at its sole option, terminate this Agreement effective on the date of such lapse of insurance.

**C. Failure to Provide Insurance and/or Bonds**

Unless otherwise stated, within ten business days of the receipt of a notice of award of a Contract, the Proposer to whom the RFP is awarded shall deliver the specified bond documents and/or insurance certificates and policy endorsements to City. If the Proposer fails or refuses to furnish the required bond and/or insurance within ten days after receiving notice to award a Contract, City may, at its option, determine that the Proposer has abandoned its Proposal. The foregoing in no way limits the damages which are recoverable by City whether or not defined elsewhere in the contract documents.

**D. Compliance with Other Laws**

Contractor shall keep itself fully informed of City's Charter, codes, ordinances and regulations and all state, and federal laws, rules and regulations affecting the performance of the contract Agreement and shall at all times comply with such Charter codes, ordinances, and regulations rules and laws.

**E. HSA/DAS Policy Manuals and Memoranda**

<https://www.sfhhsa.org/partner/policies-and-procedures>

**NAME OF ORGANIZATION:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**DIRECTOR:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**CITY SUPPLIER ID (IF KNOWN)** \_\_\_\_\_

**FEDERAL EMPLOYER #:** \_\_\_\_\_

**IX. RFP COVER PAGE**

AMOUNT REQUESTED: \$ \_\_\_\_\_

I understand that the San Francisco Human Services Agency (SFHSA) reserves the right to modify the specifics of this application at the time of funding and/or during the contract negotiation; that a contract may be negotiated for a portion of the amount requested; and that there is no contract until a written contract has been signed by both parties and approved by all applicable City Agencies. Submission of a proposal signifies that the proposed services and prices are valid for 120 calendar days from the proposal due date and that the quoted prices are genuine and not the result of collusion or any other anti-competitive activity.

Signature of authorized representative(s):

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Submit an electronic copy to [Candace.Gray@sfgov.org](mailto:Candace.Gray@sfgov.org) and [HSARFP@sfgov.org](mailto:HSARFP@sfgov.org)

## X. PAGE NUMBER FORM

This form is to assist the review panel in finding the information in the Proposal that corresponds to the evaluation criteria. For each item listed below, please list the page number(s) where the reviewer may find the answer(s) to the criteria.

	<b>Evaluation and Selection Criteria</b>	
	<b>Minimum Qualifications</b>	Page Number(s)
<b>MQ1</b>	Proposer has 3 years of experience providing social services curriculum development and training sessions or similar services as described in the RFP.	
<b>MQ2</b>	Must be willing and able to comply with the City contracting requirements set forth in Section VIII of this RFP.	
<b>MQ3</b>	Current certified vendor or the ability to become a certified vendor with the City and County of San Francisco within ten (10) days of notice of award.	
<b>MQ4</b>	Proposer has 3 years of experience with multi-system collaborative approaches including program silos and regulatory processes.	
	<b>Organizational Capacity (40 points)</b>	
A1.	Does the respondent demonstrate the management/supervisory infrastructure, and administrative/financial capacity to deliver the proposed services? (10 points)	
A2.	Does the agency have experience and a history of successfully providing these services? Respondent has a well-established history of competently providing these services in the respondent's proposal. Are the curriculums tested and effective? Respondent has experience in successfully providing the type of services describe in the RFP or experience and demonstrated ability to implement new programming and/or services. (10 points)	
A3	In terms of time and quality, is there adequate management or oversight to oversee program implementation, communication with agencies, and to promote collaboration? (5 points)	
A4	Based on job descriptions and qualifications, does the staff have the necessary skill, training, and experience to successfully provide the services including to government agency work, social services curriculum development, and training plan design? Is the program sufficiently staffed? Demonstrate expertise of the organization necessary to complete the tasks, including quality of recently completed projects that meet the requirements and adhere to schedules. Demonstrate appropriate experience, professional qualifications and education of staff assigned to the project, a realistic description of the tasks to be performed by each staff person, reasonable workload and work schedule, staff availability, and accessibility. (10 points)	
A5	Does the agency clearly demonstrate how racial equity and cultural competence values are exemplified through their organizational and program operations? This should include a description of the organization's plans, strategies, and activities to address racial equity and inclusion among staff and program participants, as well as internal controls to regularly review current practices through the lens of racial equity and inclusion to identify areas of improvement. Do they address the agencies language and cultural capacity (5 points)	



	<b>Program Approach (35 points)</b>	
B1.	Does the respondent clearly describe the agency's specific program approach to deliver the service components proposed and how this program approach or service model will appropriately address the needs outlined in this RFP including Scope of Work, and Service and Outcome Objectives? (15 points)	
B2.	Does the respondent describe specific service and outcome objectives to be accomplished and how they will be measured? Does the respondent include an explanation of methods for data collection, documentation, and reporting on service and outcome objectives? (15 points)	
B3.	Does the proposed model include methods for clients to offer input regarding program design, service delivery and program operations? (5 points)	
	<b>Fiscal Capacity (25 points)</b>	
C1.	The price proposal reflects sound, adequate allocation of resources, matching the program components. Is the total proposal within the annual? (10 points)	
C2.	Are the overall costs reasonable and competitive with other proposals? Are specific costs reasonable, justified, and competitive? (15 points)	

**These guidelines provide general information. If further clarification or technical assistance is required, consult the HSA Office of Contract Management Contract Manager listed.**

## PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: HUMAN SERVICES Dept. Code: DSSType of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 46291 - 18/19)Type of Approval: ☐ Expedited ☒ Regular (☐ Omit Posting)Type of Service: Social Work Skills and Welfare Fraud TrainingsFunding Source: 75% Local; 12% State; 13% FederalPSC Original Approved Amount: \$575,025PSC Original Approved Duration: 07/01/19 - 06/30/22 (3 years)PSC Mod#1 Amount: \$525,000PSC Mod#1 Duration: 07/01/22-06/30/24 (2 years 1 day)

PSC Mod#2 Amount: \_\_\_\_\_

PSC Mod#2 Duration: \_\_\_\_\_

PSC Cumulative Amount Proposed: \$1,100,025PSC Cumulative Duration Proposed: 5 years 1 day**1. Description of Work****A. Scope of Work:**

Contractor will collaborate with HSA to conduct trainings in these 2 specific areas:

(1) Training of Social Work and Related Skills focused on social work intervention skills, risk assessment and case management, deep crisis intervention, and clinically-focused field experiences. Participants will include HSA trainers and to San Francisco City employees and social workers across several departments (HSA, DPH, Dept. of Child Support, OECE) who works with the P500 population, a cohort of 500 families on welfare in the City of San Francisco aiming to lift out of poverty. There will be a total of 30 full training days on-site in San Francisco with up to 35 HSA staff per training session.

(2) Training for Welfare Fraud Detection and Prevention Techniques to HSA staff in roles of eligibility and welfare investigators. Participants will include approximately 600 SF HSA eligibility workers and 100 non-eligibility

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

These training components are necessary for HSA staff in order for them to conduct their day-to-day work as described:

(1) The training curriculum for staffs working directly with the P500 population requires knowledge in working with vulnerable population, managing challenging caseloads by interventions and de-escalations, and attaining successful outcomes for P500 families. The Contractor will need to provide clinical field experiences into these training sessions to train over 1000 City staff and ensure HSA staff and trainers are better prepared in handling vulnerable situations.

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

Yes

D. Will the contract(s) be renewed? There is an option to renew for two additional years, pending service need

**2. Union Notification:** On 03/28/22, the Department notified the following employee organizations of this PSC/RFP request: SEIU Local 1021; SEIU 1021 Miscellaneous; Professional & Tech Engrs, Local 21; Prof & Tech Eng, Local 21;

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**PSC# 46291 - 18/19

DHR Analysis/Recommendation:

07/18/2022

Commission Approval Required

Approved by Civil Service Commission

DHR Approved for 07/18/2022

Page 07/18/2022

July 2013

**3. Description of Required Skills/Expertise**

A. Specify required skills and/or expertise:

The skills/expertise is required for each component as described:

(1) The P500 Social skills training require clinical-focused field experiences in family welfare and social work. The advanced subject matter expertise is critical to ensure in-depth knowledge and specialization is incorporated into the training sessions. Additionally, having experience and resourceful in providing academic training curriculums to a large number of people within time sensitive deadlines.

B. Which, if any, civil service class(es) normally perform(s) this work?

2917,2913,1232,

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:

Yes, provider will provide training facility within San Francisco to conduct the in-person P500 trainings and will host online training sessions for the welfare fraud trainings.

**4. Why Classified Civil Service Cannot Perform**

A. Explain why civil service classes are not applicable:

These trainings are highly specialized in academic and clinically-focused field experiences towards family and social work and is not captured under any civil service classifications.

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

The training will be temporary, as needed, and intermittent through the fiscal year and is focused on a narrow subset of the welfare staff workers. It would not be sensible to establish a new civil service class to perform this work.

**5. Additional Information (if "yes", attach explanation)****YES   NO**

- |  |                                     |                                     |
|--|-------------------------------------|-------------------------------------|
| A. Will the contractor directly supervise City and County employee?  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| B. Will the contractor train City and County employee?<br>P500 trainings will have a total of 30 full on-site training days of up to 35 st | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| C. Are there legal mandates requiring the use of contractual services?   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| D. Are there federal or state grant requirements regarding the use of<br>contractual services? no  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| E. Has a board or commission determined that contracting is the most effective<br>way to provide this service? no                          | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| F. Will the proposed work be completed by a contractor that has a current PSC<br>contract with your department?                            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |

☒ THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD  
ON 03/28/22 BY:

Name: johanna gendelman Phone: 415-557-5507 Email: john.tsutakawa@sfgov.orgAddress: 1650 Mission Street, Suite 300 San Francisco, CA 94103

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: HUMAN SERVICES

Dept. Code: DSS

Type of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 39286 - 17/18)

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

Type of Service: Social service case management and intervention training for P500

Funding Source: 75% county, 12% state, 13% federal

PSC Original Approved Amount: \$70,125 PSC Original Approved Duration: 07/01/17 - 06/30/18 (52 weeks)

PSC Mod#1 Amount: \$187,000 PSC Mod#1 Duration: 07/01/18-06/30/19 (1 year)

PSC Cumulative Amount Proposed: \$257,125 PSC Cumulative Duration Proposed: 1 year 52 weeks

**1. Description of Work**

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

Project 500 (P500) describes a cohort of 500 families on welfare that the City of San Francisco aims to lift out of poverty. The contractor (UC Davis) will help HSA in the planning, development, and delivery of a specialized case management training curriculum for City social workers who work with the P500 population. The social workers hail from the San Francisco Human Services Agency, Department of Public Health, Department of Child Support Services, Office of Early Care and Education, as well as several community-based organizations (CBO). Trainings will be delivered on-site in San Francisco in 15 full-day training sessions distributed throughout the 2017-18 fiscal year. Topics will include, but are not limited to, improved counseling, case assessments, crisis intervention, professional boundaries, as well as self-care under stressful circumstances. Contractor will solicit the class participants' feedback and modify the training design when needed.

**Scope Change**

Additionally, to provide 22 Welfare Fraud trainings to eligibility workers and investigators that will be coached in welfare fraud detection and prevention techniques.

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

UC Davis' research-based training curriculum is uniquely capable of enhancing the ability of family social workers to manage their challenging caseloads and attain successful outcomes for P500 families. This training will enable the City's case workers to more quickly resolve their family welfare caseload with a higher degree of professionalism, and less emotional strain. P500 families will receive the highest quality support available, which will lead to improved stability and better prospects for long-term happiness and self-sufficiency. Furthermore, enhancing the capacity of City staff in this way lessens the future possibility of requiring support from outside contractors. Denial would harm the P500 families' prospects of rising out of poverty, and diminish the ability of the City's social workers to excel in their work.

**C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.**  
Yes (see attached PDF)

**D. Will the contract(s) be renewed?**  
Yes, possibly for an additional two years.

**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 that require resources that the City lacks (e.g., office space, facilities or equipment with an operator).
- ☒ Cases where future funding is so uncertain that the establishment of new civil service positions, classes or programs is not feasible (including situations where there is grant funding).

Explain the qualifying circumstances:

This contract is currently expected to last only one year, enough time to help a contingent of social workers permanently lift a specific population of clients out of the family welfare system. The contractor's central asset is its highly advanced expertise and knowledge in this subject matter area. The City lacks this exact type of resource among its own civil service ranks. Being time-limited, this project might not be funded beyond June 30, 2018, which would make the creation of a new civil service class for this work area unnecessary and wasteful.

B. Reason for the request for modification:

This modification is now a Regular PSC from the Initial/Expedited PSC 39286-17/18. This mod is to extend the duration for 1 year (7/1/2018 - 6/30/2019) for 30 additional social work specialist trainings to CalWorks/P500 partners. In addition, to provide 22 Welfare Fraud trainings to eligibility workers.

### **3. Description of Required Skills/Expertise**

- A. Specify required skills and/or expertise: Highly advanced subject matter expertise in family welfare and social work. Knowledge based on top-tier academic research, and abundant experience in providing consulting and training services to outside agencies.
- 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, only some printed materials for the trainings.

### **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 highly specialized area of research-based, family social work education is not captured under any current civil service class umbrella.
- 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: This training being a temporary project focused on a narrow subset of the welfare population, it would not be sensible to invest resources in creating a new, permanent civil service class that only delivers this particular type of training.

### **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.  
Each Social Work Training will be full day sessions for up to 35 staff/P500 members and 30 trainings in the FY18-19 fiscal year. Each Welfare Fraud trainings are half day sessions for 600 eligibility staff and 100 non-eligibility staff and for 22 training sessions in the FY18-19 year.

- 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.  
Original PSC 39286-17/18 approval (as attached)

**7. Union Notification:** On 03/08/18, 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: John Tsutakawa Phone: 415-557-6299 Email: john.tsutakawa@sfgov.org

Address: 1650 Mission, Suite 300, San Francisco, CA 94103

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 39286 - 17/18

DHR Analysis/Recommendation:

04/16/2018

Commission Approval Required

Approved by Civil Service Commission with conditions

04/16/2018 DHR Approved for 04/16/2018

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: JUVENILE PROBATION -- JUV

Dept. Code: JUV

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

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

Type of Service: Intensive Services Foster Care (ISFC) placements

Funding Source: JPAF (Juvenile Probation Activity Funding)

PSC Amount: \$900,000

PSC Est. Start Date: 04/15/2024

PSC Est. End Date 06/30/2027

**1. Description of Work**

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

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

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

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

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.

This service has not been provided by the department through a contract in the past.

D. Will the contract(s) be renewed?

The contract will be renewed if business needs require it.

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why.  
not applicable

**2. Reason(s) for the Request**

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

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

B. Explain the qualifying circumstances:

Intensive case management, supportive, and mental health services must be provided on a timely basis and as soon as requested. These services will be required on an as-needed and ongoing basis. As mentioned, it would not be practical to adopt a new civil service class to provide these services, as department employees do not have the capacity and are certified to provide these services to court-mandated clients.

**3. Description of Required Skills/Expertise**

A. Specify required skills and/or expertise: Contractor must be a certified professional licensed by the California Department of Social Services to provide Intensive Services Foster Care placements to court-mandated youth under the jurisdiction of the Juvenile Delinquency Court.

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

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

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

The City and County of San Francisco does not operate any out of placement residential facilities of foster care placements licensed by the California Department of Social Services, including Intensive Services Foster Care. State licensure requires one to two years. The department cannot risk delaying service referrals due to potential City-capacity reasons and must rely on a service provider that is readily available and able to provide these services as soon as possible.

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

A. Explain why civil service classes are not applicable.

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

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, it would not be practical to adopt a new civil service class to provide Intensive Services Foster Care, as department employees do not have the capacity and are not certified to provide these services to court-mandated clients. Additionally, the volume of clients in the juvenile justice system needing this service is low, and while the need is exigent, would not justify a new civil service classification. This service is needed on an as-needed, intermittent, or periodic basis only when court-ordered for specific clients.

**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 will not be provided.

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 02/28/2024, 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: Elisa Baeza Phone: 4157537526 Email: elisa.baeza@sfgov.org

Address: 375 Woodside Avenue San Francisco, CA 94127

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 45863 - 23/24

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 06/03/2024

# **Receipt of Union Notification(s)**

**From:** [dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org) on behalf of [elisa.baeza@sfgov.org](mailto:elisa.baeza@sfgov.org)  
**To:** [Baeza, Elisa \(JUV\)](mailto:Baeza, Elisa (JUV)); [kristin.hardy@seiu1021.org](mailto:kristin.hardy@seiu1021.org); [Chanel.Brown@seiu1021.org](mailto:Chanel.Brown@seiu1021.org); [Chanel.Brown@seiu1021.org](mailto:Chanel.Brown@seiu1021.org); [jnuti@ifpte21.org](mailto:jnuti@ifpte21.org); [jnuti@ifpte21.org](mailto:jnuti@ifpte21.org); [jegy.sering@seiu1021.org](mailto:jegy.sering@seiu1021.org); [joshv@smw104.org](mailto:joshv@smw104.org); [oumar.fall@seiu1021.org](mailto:oumar.fall@seiu1021.org); [oumar.fall@seiu1021.org](mailto:oumar.fall@seiu1021.org); [sportillo@ifpte21.org](mailto:sportillo@ifpte21.org); [sportillo@ifpte21.org](mailto:sportillo@ifpte21.org); [matthew.torres@seiu1021.org](mailto:matthew.torres@seiu1021.org); [matthew.torres@seiu1021.org](mailto:matthew.torres@seiu1021.org); [cade.crowell@seiu1021.org](mailto:cade.crowell@seiu1021.org); [jduritz@uapd.com](mailto:jduritz@uapd.com); [kdavis@ifpte21.org](mailto:kdavis@ifpte21.org); [kdavis@ifpte21.org](mailto:kdavis@ifpte21.org); [jharding@ifpte21.org](mailto:jharding@ifpte21.org); [mweirick@ifpte21.org](mailto:mweirick@ifpte21.org); [mweirick@ifpte21.org](mailto:mweirick@ifpte21.org); [agarza@ifpte21.org](mailto:agarza@ifpte21.org); [dho@ifpte21.org](mailto:dho@ifpte21.org); [dho@ifpte21.org](mailto:dho@ifpte21.org); [dvickers@iam1414.org](mailto:dvickers@iam1414.org); [SF-DHR-Info@seiu1021.org](mailto:SF-DHR-Info@seiu1021.org); [SF-DHR-Info@seiu1021.org](mailto:SF-DHR-Info@seiu1021.org); [sbabaria@cirseiu.org](mailto:sbabaria@cirseiu.org); [andrea@sfmea.com](mailto:andrea@sfmea.com); [camaguey@sfmea.com](mailto:camaguey@sfmea.com) (contact); [camaguey@sfmea.com](mailto:camaguey@sfmea.com) (contact); [cpark@local39.org](mailto:cpark@local39.org); [cpark@local39.org](mailto:cpark@local39.org); [khughes@ibew6.org](mailto:khughes@ibew6.org); [ewallace@ifpte21.org](mailto:ewallace@ifpte21.org); [ewallace@ifpte21.org](mailto:ewallace@ifpte21.org); [plangrooferslocal40@gmail.com](mailto:plangrooferslocal40@gmail.com); [rooferslocal40@gmail.com](mailto:rooferslocal40@gmail.com); [Stan Eichenberger](mailto:Stan Eichenberger); [dtuttle@oe3.org](mailto:dtuttle@oe3.org); [dtubble@oe3.org](mailto:dtubble@oe3.org); [pkim@ifpte21.org](mailto:pkim@ifpte21.org); [Najuawanda Daniels](mailto:Najuawanda Daniels); [Pierre King - UAPD](mailto:Pierre King - UAPD); [President](mailto:President); [max.porter@seiu1021.org](mailto:max.porter@seiu1021.org); [kennethlomba@gmail.com](mailto:kennethlomba@gmail.com); [snaranjo@cirseiu.org](mailto:snaranjo@cirseiu.org); [mdennis@twusf.org](mailto:mdennis@twusf.org); [roger.marengo](mailto:roger.marengo); [pwilson@twusf.org](mailto:pwilson@twusf.org); [cmoyer@nccrc.org](mailto:cmoyer@nccrc.org); [Frigault, Noah \(HRC\)](mailto:Frigault, Noah (HRC)); [sfdpoa@icloud.com](mailto:sfdpoa@icloud.com); [mjayne@iam1414.org](mailto:mjayne@iam1414.org); [Emanuel, Rachel \(DEM\)](mailto:Emanuel, Rachel (DEM)); [laborers261@gmail.com](mailto:laborers261@gmail.com); [Laxamana, Junko \(DBI\)](mailto:Laxamana, Junko (DBI)); [jennifer.esteen@seiu1021.org](mailto:jennifer.esteen@seiu1021.org); [emathurin@cirseiu.org](mailto:emathurin@cirseiu.org); [abush@cirseiu.org](mailto:abush@cirseiu.org); [sbabaria@cirseiu.org](mailto:sbabaria@cirseiu.org); [anthony@dc16.us](mailto:anthony@dc16.us); [mlobre@sfpoa.org](mailto:mlobre@sfpoa.org); [@sfpoa.org](mailto:@sfpoa.org); [Tracy McCray](mailto:Tracy McCray); [mleach](mailto:mleach); [rooferslocal40@gmail.com](mailto:rooferslocal40@gmail.com); [sal@local16.org](mailto:sal@local16.org); [Criss@sfmea.com](mailto:Criss@sfmea.com); [Meyers, Julie \(HSA\)](mailto:Meyers, Julie (HSA)); [Stan Eichenberger](mailto:Stan Eichenberger); [Jason Klumb](mailto:Jason Klumb); [camaguey@sfmea.com](mailto:camaguey@sfmea.com) (contact); [ablood@cirseiu.org](mailto:ablood@cirseiu.org); [kcartermartinez@cirseiu.org](mailto:kcartermartinez@cirseiu.org); [ecassidy@ifpte21.com](mailto:ecassidy@ifpte21.com); [WendyWong26@yahoo.com](mailto:WendyWong26@yahoo.com); [wendywong26@yahoo.com](mailto:wendywong26@yahoo.com); [sarah.wilson@seiu1021.org](mailto:sarah.wilson@seiu1021.org); [Kristen Schumacher](mailto:Kristen Schumacher); [kpague@ifpte21.org](mailto:kpague@ifpte21.org); [tjenkins@uapd.com](mailto:tjenkins@uapd.com); [eerbach@ifpte21.org](mailto:eerbach@ifpte21.org); [tmathews@ifpte21.org](mailto:tmathews@ifpte21.org); [amakayan@ifpte21.org](mailto:amakayan@ifpte21.org); [jb@local16.org](mailto:jb@local16.org); [Ricardo.lopez@sfgov.org](mailto:Ricardo.lopez@sfgov.org); [Kbasconcillo@sfwater.org](mailto:Kbasconcillo@sfwater.org); [Sandeep.lal@seiu1021.me](mailto:Sandeep.lal@seiu1021.me); [pcamarillo\\_seiu@sbcglobal.net](mailto:pcamarillo_seiu@sbcglobal.net); [MRainsford@local39.org](mailto:MRainsford@local39.org); [Wendy Frigillana](mailto:Wendy Frigillana); [pscreview@seiu1021.org](mailto:pscreview@seiu1021.org); [pkim@ifpte21.org](mailto:pkim@ifpte21.org); [agonzalez@iam1414.org](mailto:agonzalez@iam1414.org); [ted.zarzecki@seiu1021.net](mailto:ted.zarzecki@seiu1021.net); [leah.berlanga@seiu1021.org](mailto:leah.berlanga@seiu1021.org); [gail@sffdlocal798.org](mailto:gail@sffdlocal798.org); [cityworker@sfcwu.org](mailto:cityworker@sfcwu.org); [davidmkersten@gmail.com](mailto:davidmkersten@gmail.com); [djohnson@opcmialocal300.org](mailto:djohnson@opcmialocal300.org); [Ramon Hernandez](mailto:Ramon Hernandez); [ablood@cirseiu.org](mailto:ablood@cirseiu.org); [pkarinen@nccrc.org](mailto:pkarinen@nccrc.org); [tony@dc16.us](mailto:tony@dc16.us); [stevek@bac3-ca.org](mailto:stevek@bac3-ca.org); [XiuMin Li](mailto:XiuMin Li); [Sin.Yee.Poon@sfgov.org](mailto:Sin.Yee.Poon@sfgov.org); [Sean McGarry](mailto:Sean McGarry); [rmitchell@twusf.org](mailto:rmitchell@twusf.org); [grojo@local39.org](mailto:grojo@local39.org); [jduritz@uapd.com](mailto:jduritz@uapd.com); [staff@sfmea.com](mailto:staff@sfmea.com); [mike@dc16.us](mailto:mike@dc16.us); [khughes@ibew6.org](mailto:khughes@ibew6.org); [l21pscreview@ifpte21.org](mailto:l21pscreview@ifpte21.org); [sfmsa@gmail.com](mailto:sfmsa@gmail.com); [bart@dc16.us](mailto:bart@dc16.us); [David Canham](mailto:David Canham); [jtanner940@aol.com](mailto:jtanner940@aol.com); [Osha Ashworth](mailto:Osha Ashworth); [l21pscreview@ifpte21.org](mailto:l21pscreview@ifpte21.org); [laborers261@gmail.com](mailto:laborers261@gmail.com); [local200twu@sbcglobal.net](mailto:local200twu@sbcglobal.net); [speedy4864@aol.com](mailto:speedy4864@aol.com); [christina@sfmea.com](mailto:christina@sfmea.com); [ecdemvoter@aol.com](mailto:ecdemvoter@aol.com); [Thomas Vitale](mailto:Thomas Vitale); [Baeza, Elisa \(JUV\)](mailto:Baeza, Elisa (JUV)); [DHR-PSCCoordinator, DHR \(HRD\)](mailto:DHR-PSCCoordinator, DHR (HRD))  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 45863 - 23/24  
**Date:** Wednesday, February 28, 2024 1:31:27 PM

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RECEIPT for Union Notification for PSC 45863 - 23/24 more than \$100k

The JUVENILE PROBATION -- JUV has submitted a request for a Personal Services Contract (PSC) 45863 - 23/24 for \$900,000 for Initial Request services for the period 04/15/2024 – 06/30/2027. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/22101> 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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MUNICIPAL TRANSPORTATION AGENCY -- MTA

Dept. Code: MTA

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

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

Type of Service: Administration of the Community Service Program for parking and transit citations

Funding Source: Operating Funds

PSC Duration: 6 years

PSC Amount: \$1,500,000

**1. Description of Work**

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

The San Francisco Municipal Transportation Agency (SFMTA) provides customers receiving parking and transit violations in the City and County of San Francisco the option to perform community service in lieu of payment of parking and transit citation fines and late penalties, subject to certain limits. Based on current enrollment, the SFMTA projects approximately 1,750 plans to be enrolled per year.

The SFMTA is seeking a third-party vendor to administer this program, including managing enrollment, agreements, and oversight of community service providers; maintaining a public office within one mile of the SFMTA Customer Service Center; providing participants with information regarding community service requirements; verifying participant documentation and approving community service; providing timely electronic records to SFMTA and complying with all.

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

The community service program for parking and transit violations provides an important safety net for customers who are unable to pay outstanding fines and penalties. Without this service, customers would be subject to collection efforts and withholding of vehicle registration and parking permits, increasing the financial burden and risk of vehicle impoundment and sale.

**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 is currently provided by a third-party contractor. This work has never been performed by City and County employees.

**D. Will the contract(s) be renewed?**

Yes, a new invitation to bid will be issued for this service.

**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.**

We are requesting five years to ensure continuity of service for this important community program.

**2. Reason(s) for the Request**

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

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

B. Explain the qualifying circumstances:

The services provided are intermittent and subject to peaks based on customer demands. In addition, the SFMTA's current Customer Service Center is at capacity to serve its customers, thus requiring a separate processing facility for these plans.

**3. Description of Required Skills/Expertise**

- A. Specify required skills and/or expertise: Demonstrated experience with administering and overseeing direct service programs via non-profit and government agencies; job skill application processing; third-party agreement monitoring; and reconciliation and reporting of program compliance.
- 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: The contractor shall establish and maintain a public office within one mile of the SFMTA Customer Service Center located at One South Van Ness Avenue, San Francisco, California 94103. The contractor's office must be located in a location easily accessed by Muni service and offer nearby off-street parking options. Office hours shall be, at minimum, 9 a.m. to 5 p.m., Monday through Friday. Holiday closures will be consistent with those of the City and County of San Francisco. Any changes to these hours or days must be requested, in writing, by the Contractor and will be granted at the sole discretion of the SFMTA.

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

The SFMTA has made significant progress in bringing a majority of the work related to community service and payment plans for parking and transit violations over the last six years, including streamlining enrollment payment processing and all aspects of the payment plan process. These services were all provided by a third-party provider previously. The remaining work under this service is very limited in scope.

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

- A. Explain why civil service classes are not applicable.  
The SFMTA has already brought the majority of work related to these programs in-house. The remaining scope of work is very limited.
- 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. The limited workload would not justify the development of a new civil service classification.

**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 required as city employees do not perform the work.
- 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 03/05/2024, 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: Amy NUQUE Phone: 415-646-2802 Email: amy.nuque@sfmta.com

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

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 48956 - 23/24

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 06/03/2024

# **Receipt of Union Notification(s)**

## Nuque, Amy

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**From:** dhr-psccordinator@sfgov.org on behalf of amy.nuque@sfmta.com  
**Sent:** Tuesday, March 5, 2024 8:40 AM  
**To:** Nuque, Amy; kristin.hardy@seiu1021.org; Chanel.Brown@seiu1021.org; Chanel.Brown@seiu1021.org; jnuti@ifpte21.org; jnuti@ifpte21.org; jegy.sering@seiu1021.org; joshv@smw104.org; oumar.fall@sieu1021.org; oumar.fall@sieu1021.org; sportillo@ifpte21.org; sportillo@ifpte21.org; matthew.torres@seiu1021.org; matthew.torres@seiu1021.org; cade.crowell@seiu1021.org; jduritz@uapd.com; kdavis@ifpte21.org; kdavis@ifpte21.org; jharding@ifpte21.org; mweirick@ifpte21.org; mweirick@ifpte21.org; agarza@ifpte21.org; dho@ifpte21.org; dho@ifpte21.org; dvickers@iam1414.org; SF-DHR-Info@seiu1021.org; SF-DHR-Info@seiu1021.org; sbabaria@cirseiu.org; andrea@sfmea.com; Camaguey@sfmea.com; Camaguey@sfmea.com; cpark@local39.org; cpark@local39.org; khughes@ibew6.org; ewallace@ifpte21.org; ewallace@ifpte21.org; plangrooferslocal40@gmail.com; rooferslocal40@gmail.com; seichenberger@local39.org; dtuttle@oe3.org; dtubble@oe3.org; pkim@ifpte21.org; najuawanda.daniels@seiu1021.org; pking@uapd.com; president@sanfranciscodsa.com; max.porter@seiu1021.org; kennethlomba@gmail.com; snaranjo@cirseiu.org; mdennis@twusf.org; rmarenco@twusf.org; Pete Wilson - Union 250A VP; cmoyer@nccrc.org; noah.frigault@sfgov.org; sfdpoa@icloud.com; Mjayne@iam1414.org; Emanuel, Rachel (DEM); laborers261@gmail.com; junko.laxamana@sfgov.org; jennifer.esteen@seiu1021.org; emathurin@cirseiu.org; abush@cirseiu.org; sbabaria@cirseiu.org; anthony@dc16.us; mlobre@sfpoa.org; @sfpoa.org; tracym@sfpoa.org; mleach@ibt856.org; rooferslocal40@gmail.com; sal@local16.org; Criss@sfmea.com; Julie.Meyers@sfgov.org; seichenberger@local39.org; jason.klumb@seiu1021.org; Camaguey@sfmea.com; ablood@cirseiu.org; kcartermartinez@cirseiu.org; ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; sarah.wilson@seiu1021.org; kschumacher@ifpte21.org; kpage@ifpte21.org; tjenkins@uapd.com; eerbach@ifpte21.org; tmathews@ifpte21.org; amakayan@ifpte21.org; jb@local16.org; Ricardo.lopez@sfgov.org; Kbasconcillo@sflower.org; Sandeep.lal@seiu1021.me; pcamarillo\_seiu@sbcglobal.net; MRainsford@local39.org; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; pkim@ifpte21.org; agonzalez@iam1414.org; ted.zarzecki@seiu1021.net; leah.berlanga@seiu1021.org; gail@sffdlcal798.org; cityworker@sfcwu.org; davidmkersten@gmail.com; djohnson@opcmlcal300.org; ramonliuna261@gmail.com; ablood@cirseiu.org; pkarinen@nccrc.org; tony@dc16.us; stevek@bac3-ca.org; xiumin.li@seiu1021.org; Sin.Yee.Poon@sfgov.org; smcgarry@nccrc.org; rmitchell@twusf.org; grojo@local39.org; jduritz@uapd.com; staff@sfmea.com; mike@dc16.us; khughes@ibew6.org; L21PSCReview@ifpte21.org; sfsmsa@gmail.com; bart@dc16.us; david.canham@seiu1021.org; jtanner940@aol.com; oashworth@ibew6.org; L21PSCReview@ifpte21.org; laborers261@gmail.com; local200twu; speedy4864@aol.com; Christina@sfmea.com; ecdemvoter@aol.com; thomas.vitale@seiu1021.org; Nuque, Amy; dhr-psccordinator@sfgov.org  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 48956 - 23/24

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

RECEIPT for Union Notification for PSC 48956 - 23/24 more than \$100k

The MUNICIPAL TRANSPORTATION AGENCY -- MTA has submitted a request for a Personal Services Contract (PSC) 48956 - 23/24 for \$1,500,000 for Initial Request services for the period 01/01/2025 – 12/31/2030. Notification of  
30



days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/21486> 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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: POLICE -- POL

Dept. Code: POL

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

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

Type of Service: POL - Pre-employment Polygraph Examinations for Law Enforcement

Funding Source: General Fund

PSC Duration: 6 years

PSC Amount: \$4,000,000

**1. Description of Work**

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

Contractors will provide pre-employment polygraph screening on an as-needed basis during hiring periods for entry level police officers, lateral police officers (transfers from other jurisdictions), police reserve officers, and police service aides. Polygraph examinations will cover general information about employment candidates to include employment history, prior police history, criminal activity, military service, employment theft, financial issues, gambling, internet use, illegal drug use, drinking habits and incidence of domestic violence. Contractors shall provide business sites and adequate interrogation facilities.

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

Screening is an extremely useful and necessary tool in the law enforcement pre-employment selection process. The Police Department is conducting an accelerated hiring period. Denial would adversely affect the background investigation process of the candidates.

**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.**

Approved PSC# 46768 - 18/19

**D. Will the contract(s) be renewed?**

Unknown at this time

**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.**

Historical PSC# 46768-18/19. The SFPD previously conducted an RFP for polygraph services in April 2019 (SFPD RFP 2019-01) which resulted in awarding 5 contracts to proposers. Due to unforeseen circumstances, the SFPD was forced to terminate 3 of those contracts since 2019. The two remaining contractors are unable to handle the large workload so the SFPD is re-issuing the RFP find additional vendors who can provide polygraph services.

**2. Reason(s) for the Request**

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

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

B. Explain the qualifying circumstances:

Pre-employment screening is an essential element in the background investigation process. The contractors must be highly skilled to interpret test data, read body language, and demonstrate attendance of continued polygraph training. The contractors must graduate from polygraph schools certified by the American Polygraph Association (APA) and must have final polygraph certifications. They must also be active members of the APA, American Association of Police Polygraphists or the California Association of Polygraph Examiners.

**3. Description of Required Skills/Expertise**

A. Specify required skills and/or expertise: Pre-employment screening is an essential element in the background investigation process. The contractors must be highly skilled to interpret test data, read body language, and demonstrate attendance of continued polygraph training. The contractors must graduate from polygraph schools certified by the American Polygraph Association (APA) and must have final polygraph certifications. They must also be active members of the APA, American Association of Police Polygraphists or the California Association of Polygraph Examiners.

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: Yes. The contractors will provide unique equipment and all screening will be performed at contractors' facilities.

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

Not applicable. There are not resources available within the City for polygraph services.

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

A. Explain why civil service classes are not applicable.

No civil service classification describes the specialized knowledge, skills, training, and certifications necessary to perform the 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. No, this is an as-needed service.

**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 required

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 04/22/2024, 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: Vincent Lee Phone: 4158377127 Email: vincent.lee@sfgov.org

Address: 1245 3rd St, 6th Fl San Francisco, CA 94158

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 44710 - 23/24

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 06/03/2024

# **Receipt of Union Notification(s)**

**From:** [dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org) on behalf of [vincent.lee@sfgov.org](mailto:vincent.lee@sfgov.org)  
**To:** [Lee, Vincent \(POL\)](#); [carey.dall@seiu1021.org](mailto:carey.dall@seiu1021.org); [Yes@sfgov.org](mailto:Yes@sfgov.org); [oumar.fall@seiu1021.org](mailto:oumar.fall@seiu1021.org); [mhenneberry@teamsters853.org](mailto:mhenneberry@teamsters853.org); [kristin.hardy@seiu1021.org](mailto:kristin.hardy@seiu1021.org); [Chanel.Brown@seiu1021.org](mailto:Chanel.Brown@seiu1021.org); [Chanel.Brown@seiu1021.org](mailto:Chanel.Brown@seiu1021.org); [jnuti@ifpte21.org](mailto:jnuti@ifpte21.org); [jnuti@ifpte21.org](mailto:jnuti@ifpte21.org); [jegv.sering@seiu1021.org](mailto:jegv.sering@seiu1021.org); [joshv@smw104.org](mailto:joshv@smw104.org); [oumar.fall@seiu1021.org](mailto:oumar.fall@seiu1021.org); [oumar.fall@seiu1021.org](mailto:oumar.fall@seiu1021.org); [sportillo@ifpte21.org](mailto:sportillo@ifpte21.org); [sportillo@ifpte21.org](mailto:sportillo@ifpte21.org); [matthew.torres@seiu1021.org](mailto:matthew.torres@seiu1021.org); [matthew.torres@seiu1021.org](mailto:matthew.torres@seiu1021.org); [cade.crowell@seiu1021.org](mailto:cade.crowell@seiu1021.org); [jduritz@uapd.com](mailto:jduritz@uapd.com); [kdavis@ifpte21.org](mailto:kdavis@ifpte21.org); [kdavis@ifpte21.org](mailto:kdavis@ifpte21.org); [jharding@ifpte21.org](mailto:jharding@ifpte21.org); [mweirick@ifpte21.org](mailto:mweirick@ifpte21.org); [mweirick@ifpte21.org](mailto:mweirick@ifpte21.org); [agarza@ifpte21.org](mailto:agarza@ifpte21.org); [dho@ifpte21.org](mailto:dho@ifpte21.org); [dho@ifpte21.org](mailto:dho@ifpte21.org); [dwickers@iam1414.org](mailto:dwickers@iam1414.org); [SF-DHR-Info@seiu1021.org](mailto:SF-DHR-Info@seiu1021.org); [SF-DHR-Info@seiu1021.org](mailto:SF-DHR-Info@seiu1021.org); [sbabaria@cirseiu.org](mailto:sbabaria@cirseiu.org); [andrea@sfmea.com](mailto:andrea@sfmea.com); [camaguey@sfmea.com](mailto:camaguey@sfmea.com) (contact); [camaguey@sfmea.com](mailto:camaguey@sfmea.com) (contact); [cpark@local39.org](mailto:cpark@local39.org); [cpark@local39.org](mailto:cpark@local39.org); [khughes@ibew6.org](mailto:khughes@ibew6.org); [ewallace@ifpte21.org](mailto:ewallace@ifpte21.org); [ewallace@ifpte21.org](mailto:ewallace@ifpte21.org); [plangrooferslocal40@gmail.com](mailto:plangrooferslocal40@gmail.com); [rooferslocal40@gmail.com](mailto:rooferslocal40@gmail.com); [Stan Eichenberger](mailto:Stan Eichenberger); [dtuttle@oe3.org](mailto:dtuttle@oe3.org); [dtuttle@oe3.org](mailto:dtuttle@oe3.org); [pkim@ifpte21.org](mailto:pkim@ifpte21.org); [Najuawanda Daniels](mailto:Najuawanda Daniels); [Pierre King - UAPD](mailto:Pierre King - UAPD); [President](mailto:President); [max.porter@seiu1021.org](mailto:max.porter@seiu1021.org); [kennethlomba@gmail.com](mailto:kennethlomba@gmail.com); [snaranjo@cirseiu.org](mailto:snaranjo@cirseiu.org); [mdennis@twusf.org](mailto:mdennis@twusf.org); [roger marencio](mailto:roger marencio); [pwilson@twusf.org](mailto:pwilson@twusf.org); [cmoyer@nccrc.org](mailto:cmoyer@nccrc.org); [Frigault, Noah \(HRC\)](mailto:Frigault, Noah (HRC)); [sfdpoa@icloud.com](mailto:sfdpoa@icloud.com); [mjayne@iam1414.org](mailto:mjayne@iam1414.org); [Emanuel, Rachel \(DEM\)](mailto:Emanuel, Rachel (DEM)); [laborers261@gmail.com](mailto:laborers261@gmail.com); [Laxamana, Junko \(DBI\)](mailto:Laxamana, Junko (DBI)); [jennifer.esteen@seiu1021.org](mailto:jennifer.esteen@seiu1021.org); [emathurin@cirseiu.org](mailto:emathurin@cirseiu.org); [abush@cirseiu.org](mailto:abush@cirseiu.org); [sbabaria@cirseiu.org](mailto:sbabaria@cirseiu.org); [anthony@dc16.us](mailto:anthony@dc16.us); [mlobre@sfpoa.org](mailto:mlobre@sfpoa.org); [@sfpoa.org](mailto:@sfpoa.org); [Tracy McCray](mailto:Tracy McCray); [mleach](mailto:mleach); [rooferslocal40@gmail.com](mailto:rooferslocal40@gmail.com); [sal@local16.org](mailto:sal@local16.org); [Criss@sfmea.com](mailto:Criss@sfmea.com); [Julie.Meyers@sfgov.org](mailto:Julie.Meyers@sfgov.org); [Stan Eichenberger](mailto:Stan Eichenberger); [Jason Klumb](mailto:Jason Klumb); [camaguey@sfmea.com](mailto:camaguey@sfmea.com) (contact); [ablood@cirseiu.org](mailto:ablood@cirseiu.org); [kcartermartinez@cirseiu.org](mailto:kcartermartinez@cirseiu.org); [ecassidy@ifpte21.com](mailto:ecassidy@ifpte21.com); [WendyWong26@yahoo.com](mailto:WendyWong26@yahoo.com); [wendywong26@yahoo.com](mailto:wendywong26@yahoo.com); [sarah.wilson@seiu1021.org](mailto:sarah.wilson@seiu1021.org); [Kristen Schumacher](mailto:Kristen Schumacher); [kpague@ifpte21.org](mailto:kpague@ifpte21.org); [tjenkins@uapd.com](mailto:tjenkins@uapd.com); [eerbach@ifpte21.org](mailto:eerbach@ifpte21.org); [tmathews@ifpte21.org](mailto:tmathews@ifpte21.org); [amakayan@ifpte21.org](mailto:amakayan@ifpte21.org); [jb@local16.org](mailto:jb@local16.org); [Ricardo.lopez@sfgov.org](mailto:Ricardo.lopez@sfgov.org); [Kbasconillo@sfwater.org](mailto:Kbasconillo@sfwater.org); [Sandeep.lal@seiu1021.me](mailto:Sandeep.lal@seiu1021.me); [pcamarillo\\_seiu@sbcglobal.net](mailto:pcamarillo_seiu@sbcglobal.net); [MRainsford@local39.org](mailto:MRainsford@local39.org); [Wendy Frigillana](mailto:Wendy Frigillana); [pscreview@seiu1021.org](mailto:pscreview@seiu1021.org); [staff@ifpte21.org](mailto:staff@ifpte21.org); 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[l21pscreview@ifpte21.org](mailto:l21pscreview@ifpte21.org); [sfsmsa@gmail.com](mailto:sfsmsa@gmail.com); [bart@dc16.us](mailto:bart@dc16.us); [David Canham](mailto:David Canham); [jtanner940@aol.com](mailto:jtanner940@aol.com); [Osha Ashworth](mailto:Osha Ashworth); [l21pscreview@ifpte21.org](mailto:l21pscreview@ifpte21.org); [laborers261@gmail.com](mailto:laborers261@gmail.com); [local200twu@sbcglobal.net](mailto:local200twu@sbcglobal.net); [speedy4864@aol.com](mailto:speedy4864@aol.com); [christina@sfmea.com](mailto:christina@sfmea.com); [ecdemvoter@aol.com](mailto:ecdemvoter@aol.com); [Thomas Vitale](mailto:Thomas Vitale); [Lee, Vincent \(POL\)](mailto:Lee, Vincent (POL)); [DHR-PSCCoordinator, DHR \(HRD\)](mailto:DHR-PSCCoordinator, DHR (HRD))  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 44710 - 23/24  
**Date:** Monday, April 22, 2024 12:26:06 PM

---

RECEIPT for Union Notification for PSC 44710 - 23/24 more than \$100k

The POLICE -- POL has submitted a request for a Personal Services Contract (PSC)

44710 - 23/24 for \$4,000,000 for Initial Request services for the period 09/01/2024 – 08/31/2030. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/22284> 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

## **Additional Attachment(s)**

**City and County of San Francisco**  
**Sourcing Event ID 0000009344 | Dept Contract ID: POL RFP 2024-06**

**Formal Request for Proposals for:**  
**Pre-employment polygraph examination services for law enforcement agencies.**

This Solicitation can be viewed on the City's Supplier Portal at: <https://sfcitypartner.sfgov.org/pages/index.aspx>



<b>Proposal Phase</b>	<b>Tentative Date</b>
Request for Proposals Issued	Wednesday, April 24, 2024 @ 8:00am PST
Written Questions and Proposed Changes to City's Contract Terms Due Date	Friday, May 3, 2024 @ 5pm PST
Proposal Due Date	Wednesday, May 15, 2024 @ 5pm PST
Oral Interviews	Tentatively the Week of June 3, 2024
Notice of Intent to Award	Tentatively the Week of June 10, 2024
Period for Protesting Notice of Intent to Award	Within three (3) business days of the City's issuance of a Notice of Intent to Award.
Contract Administrator:	Vincent Lee Contract Manager, San Francisco Police Department 1245 3 <sup>rd</sup> St, 6 <sup>th</sup> Fl San Francisco, CA 94158 Email: Vincent.Lee@sfgov.org

**Attachments**

- Appendix A: Scope of Work
- Attachment 1: City's Contract Terms
- Attachment 2: Proposer Questionnaire and References
- Attachment 3: (Omitted) CMD LBE Forms
- Attachment 4: (Omitted) Written Proposal Template
- Attachment 5: Price Proposal Template
- Attachment 6: HCAO and MCO Declaration Forms
- Attachment 7: First Source Hiring Form



**MANDATORY MINIMUM  
QUALIFICATION  
DOCUMENTATION**

Proposers must submit with their proposal documents in support of each Minimum Qualification (MQ) listed below. A proposal that fails to provide the following documentation will not be eligible for further consideration.

MQ #	Description
<b>MQ #1</b>	Proposer's proposed changes to Attachment 1, City's Contract Terms, by the Question Due Date
<b>MQ #2</b>	Completed Attachment 2, Proposer Questionnaire and References.
<b>MQ #3</b>	Completed Proposer's Written Proposal.
<b>MQ #4</b>	Completed Attachment 5, City's Price Proposal Template
<b>MQ #5</b>	Proposing firm must have prior experience of conducting pre-employment polygraph examinations for applicants to law enforcement agencies employing no less than 250 employees.
<b>MQ #6</b>	Proposing firm must have completed a minimum of 50 Pre-Employment Applicant Polygraph Screening Examinations for law enforcement agencies over the course of four years preceding the issue date of this RFQ.
<b>MQ #7</b>	Proposing staff assigned to this contract must have graduated from a polygraph school that is certified with the American Polygraph Association (APA), and must have a final polygraph certificate from the APA certified school. Proof of this item must be submitted with the response for all staff assigned to work on this contract.
<b>MQ #8</b>	Proposing staff assigned to this contract must be active members of any of the following associations: American Polygraph Association, American Association of Police Polygraphists or the California Association of Polygraph Examiners. Proposers must submit proof that verifies that staff are current members of any one of these organizations.
<b>MQ #9</b>	Proposing staff assigned to this contract must have a minimum of 24 hours of polygraph related training during the last two years prior to the date of this RFP. Proof must be submitted with this response.

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## **I. INTRODUCTION AND SOLICITATION SCHEDULE**

### **A. Introduction**

#### **1. General**

This Request for Proposals (hereinafter “RFP” or “Solicitation”) is being issued by the San Francisco Police Department (hereinafter, “SFPD” or “City”). SFPD, on behalf of all City Departments, is seeking qualified suppliers (“Proposers”) to provide proposals (“Proposal”) for pre-employment polygraph exams.

The City has approximately 65 departments, ranging from small to very large. Some departments maintain facilities located outside of the geographic limits of the City. SFPD shall order goods and/or services covered by the awarded contract(s) through the issuance of individual Purchase Orders and/or Task Orders which shall be released against the awarded contract(s) during the contract term.

When applicable and practical, Proposers are encouraged to engage contracting teams that reflect the diversity of the City and include participation of businesses and residents from the City’s most disadvantaged communities including, but not limited to the Bayview/Hunters Point, Chinatown, Mission, South of Market, Tenderloin, Visitacion Valley and Western Addition neighborhoods.

#### **2. Selection Overview**

The City may award up to five (5) contracts to Proposers that meet the Minimum Qualifications of this Solicitation and obtain a minimum score of 70 points. Responsive Proposals will be evaluated by a panel (“Evaluation Panel”) consisting of one or more parties with expertise related to goods and/or services being procured through this Solicitation. The Evaluation Panel may include staff from various City departments. Proposals will be evaluated based on the criteria outlined herein. If applicable, a Contract Monitoring Division (CMD) Contract Compliance Officer will assess Proposal compliance with Local Business Enterprise (LBE) requirements and assign a rating bonus to Proposal scores. The CMD-adjusted scores (if applicable) will then be tabulated, and Proposers will be ranked starting with the Proposer receiving the highest score, then continuing with the Proposer receiving the second highest score, and so on.

### **B. Anticipated Contract Term**

A contract awarded pursuant to this Solicitation shall be non-exclusive with an original term of three (3) years. The City at its sole, absolute discretion, shall have the option to extend the term for six (6) additional years for a total of nine (9) years.

### **C. Anticipated Contract Not to Exceed Amount**

A contract awarded pursuant to this Solicitation shall have a not to exceed (“NTE”) amount of **\$200,000** for the initial term. This amount is based on City’s estimated spend over the advertised initial contract term. Should City’s actual spend exceed its estimated spend for the initial term, City may in its sole discretion increase the contract NTE for the initial term. Should City exercise its options to extend the contract beyond the initial term, City may also elect to increase the NTE proportionally.

### **D. Reserved (Indefinite Quantity, As-Needed Contract).**

### E. Cooperative Agreement

Any other City department, public entity or non-profit made up of multiple public entities, may use the results of this Solicitation to obtain some or all of the commodities or services to be provided by Proposer under the same terms and conditions of any contract awarded pursuant to this Solicitation.

### F. Solicitation Schedule

The anticipated schedule for this Solicitation is set forth below. These dates are tentative and subject to change. It is the responsibility of the Proposer to check for any Addenda to this Solicitation or other published pertinent information.

Proposal Phase	Tentative Date
Request for Proposals Issued	Wednesday, April 24, 2024 @ 8:00am PST
Written Questions and Proposed Changes to City's Contract Terms Due Date	Friday, May 3, 2024 @ 5pm PST
Proposal Due Date	Wednesday, May 15, 2024 @ 5pm PST
Oral Interviews	Tentatively the Week of June 3, 2024
Notice of Intent to Award	Tentatively the Week of June 10, 2024
Period for Protesting Notice of Intent to Award	Within three (3) business days of the City's issuance of a Notice of Intent to Award.

### G. Contract Terms and Negotiations

The successful Proposer(s) will be required to enter into a contract in the form attached hereto as Attachment 1, City's Contract Terms. **City's Contract Terms are not subject to negotiation.** However, Proposers may identify those contract terms to which they object as part of the questions they submit by the Questions Due Date. City shall evaluate all objections and determine what, if any changes, will be incorporated into City's Contract Terms prior to the Proposal Due Date. Any such changes will be made known to all Proposers through an Addendum to this Solicitation. Failure to timely execute City's Contract Terms, or to furnish any and all insurance certificates and policy endorsements, surety bonds or other materials required in City's Contract Terms, shall be deemed an abandonment of the Proposal and City, in its sole discretion, may select another Proposer and proceed against the original selectee for damages.

## II. GOODS AND SERVICES REQUESTED

### A. Goods and/or Services Requested

This Solicitation is being issued by SFPD. SFPD is seeking qualified Proposers to provide Proposals for pre-employment polygraph examinations, in accordance with Appendix A, Scope of Work, to City's Contract Terms (Attachment 1).

### B. Regulatory and Compliance Requirements Specific to the Goods/Services Solicited

Prior to submitting a Proposal in response to this Solicitation, Proposers must ensure they have fully read and understood the "Regulatory and Compliance Requirements" set forth below and in [Attachment 1, City's Contract Terms].

**C. Green Purchasing Requirements**

In preparation for any Proposal submitted in response to this Solicitation, Proposers are required to review the City [Mandatory Green Purchasing Requirements](#) to ensure all goods and services offered to City in response to this Solicitation comply with the City's Green Purchasing Requirements. In addition, Proposers are encouraged to refer to Attachment 1, City's Contract Terms, for additional details related to the Green Purchasing Requirements applicable to any contract awarded pursuant to this Solicitation.

**D. Reserved (Alternates and Samples).**

**E. Reserved (Freight on Board and Shipping Costs).**

**III. LOCAL BUSINESS ENTERPRISE (LBE) PROGRAM REQUIREMENTS**

**A. CMD Compliance Officer**

The CMD Compliance Officer (CCO) for this Solicitation and any Contract awarded pursuant to this Solicitation is:

Ivan Oldenkamp

Contract Monitoring Division

City and County of San Francisco

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Website: [www.sfgov.org/cmd](http://www.sfgov.org/cmd).

**B. Application of LBE Rating Bonuses**

LBE Rating Bonuses shall be applicable to at each phase of the Solicitation evaluation and selection process, in accordance with the values shown below.

1. **Reserved (Commodities).**
2. **General and Professional Services**

<b>Estimated Contract Value</b>	<b>Small/Micro LBEs Rating Bonus</b>	<b>SBA LBEs Rating Bonus</b>
Greater than \$10,000 but less than or equal to \$400,000.	10%	0%
Greater than \$400,000 but less than or equal to \$10,000,000.	10%	5% <i>So long as it does not adversely affect a Small or Micro-LBE Proposer's participation or, for Professional Services, an JV Proposer's participation.</i>
Greater than \$10,000,000 but less than or equal to \$20,000,000.	2%	2%

### 3. Professional Services by Joint Ventures

Estimated Contract Value	Small/Micro LBE Subcontracting Level	Rating Bonus
Greater than \$10,000 but less than or equal to \$10,000,000.	Equals or exceeds 35%, but less than 40%	5%
	Equals or exceeds 40%, but less than 100%	7.5%
	100%	10%
If applying for an LBE rating discount as a Joint Venture (JV), the Micro and /or Small-LBE must be an active partner in the JV and perform work, manage the job and take financial risks in proportion to the required level of participation stated in the Proposal, and must be responsible for a clearly defined portion of the work to be performed and share in the ownership, control, management responsibilities, risks, and profits of the JV. The portion of the Micro and/or Small-LBE JV's work shall be set forth in detail separately from the work to be performed by the non-LBE JV. The Micro and/or Small-LBE JV's portion of the contract must be assigned a commercially useful function.		

#### C. LBE Subcontracting Participation Requirements

There shall be no LBE Subcontracting Requirement for any Contract awarded pursuant to this Solicitation because the LBE Subcontracting Requirements were waived by the Contract Monitoring Division.

#### D. Reserved (CMD LBE Forms).

#### E. Reserved (LBE Payment and Utilization Tracking).

### IV. PROPOSAL EVALUATION CRITERIA

Evaluation Phase	Maximum Points
Minimum Qualifications Documentation	Pass/Fail
Written Proposal	30 Points
Price Proposal	40 Points
Oral Interview	25 Points
Proposer's Acceptance of City Terms	5 Points
<b>TOTAL</b>	<b>100 Points</b>

## V. MINIMUM QUALIFICATIONS DOCUMENTATION REQUIRED WITH PROPOSAL (PASS/FAIL)

Proposers must provide documentation that clearly demonstrates each Minimum Qualification (MQ) listed below has been met. Minimum Qualification documentation should be clearly marked as “MQ1”, MQ2”, etc.... to indicate which MQ it supports. Each Proposal will be reviewed for initial determination on whether Proposer meets the MQs referenced in this section. **This screening is a pass or fail determination and a Proposal that fails to meet the Minimum Qualifications will not be eligible for further consideration in the evaluation process.** The City reserves the right to request clarifications from Proposers prior to rejecting a Proposal for failure to meet the Minimum Qualifications.

MQ #	Description
MQ #1	Proposer’s proposed changes to Attachment 1, City’s Contract Terms, by the Question Due Date
MQ #2	Completed Attachment 2, Proposer Questionnaire and References.
MQ #3	Completed Proposer’s Written Proposal.
MQ #4	Completed Attachment 5, City’s Price Proposal Template
MQ #5	Proposing firm must have prior experience of conducting pre-employment polygraph examinations for applicants to law enforcement agencies employing no less than 250 employees
MQ #6	Proposing firm must have completed a minimum of 50 Pre-Employment Applicant Polygraph Screening Examinations for law enforcement agencies over the course of four years preceding the issue date of this RFQ
MQ #7	Proposing staff assigned to this contract must have graduated from a polygraph school that is certified with the American Polygraph Association (APA), and must have a final polygraph certificate from the APA certified school. Proof of this item must be submitted with the response for all staff assigned to work on this contract
MQ #8	Proposing staff assigned to this contract must be active members of any of the following associations: American Polygraph Association, American Association of Police Polygraphists or the California Association of Polygraph Examiners. Proposers must submit proof that verifies that staff are current members of any one of these organizations.
MQ #9	Proposing staff assigned to this contract must have a minimum of 24 hours of polygraph related training during the last two years prior to the date of this RFP. Proof must be submitted with this response



## **VI. WRITTEN PROPOSAL (30 POINTS)**

In addition to submitting documents supporting each Minimum Qualification as required by this Solicitation, Proposers shall also submit a complete Proposal consisting of each item set forth **below**.

### **A. Description of Services being Provided (10 Points)**

Proposer shall provide a Proposal consisting of a Scope of Work that clearly defines the services being offered in response to this Solicitation. Proposer must also provide detailed descriptions of how the Proposer will execute the work associated with each task outlined in this Solicitation. The description provided for each task should include, as appropriate, the following information:

- Availability
- Task-specific approach and associated work elements;
- Dependencies on/among other tasks (including activities of others and required key information);
- Responsible party within the Proposer; and
- Output/deliverables from the task

### **B. Qualifications Summary (10 Points)**

Proposer must demonstrate corporate qualifications, commitment, strength, and technical capabilities to fulfill all services specified and required to successfully accomplish the work. If Proposer is a JV, include a description of the organization, relationships, and defined responsibilities of all Partners in the JV. Describe any previous project-specific associations of the JV Partners. The Lead JV Partner shall demonstrate proven experience in managing and leading.

### **C. Approach and Cost (5 Points)**

1. Approach and methodology demonstrate experience with providing polygraph services to other law enforcement agencies employing no less than 250 employees
2. Sufficient expertise and methodology to create competitive differences that will be beneficial to the City is demonstrated.
3. Cost response is sufficiently detailed, reasonable and appropriate.

### **D. Project Team (5 Points)**

Provide the following information for Proposer's Project Team.

#### **1. Team Members**

Provide the role, responsibilities, qualifications, and company affiliation of every individual on the Proposer team who will perform the services outlined in this Solicitation. Discuss each team member's background and experience in order to demonstrate a strong ability to successfully perform the work.

**2. Key/Lead Team Members**

Identify and provide resumes for all staff who will serve as the Key/Lead Team Members so that the Evaluation Panel can evaluate the ability of each team member to successfully fulfill their project roles and complete the scope of services.

**3. Team Organization Chart**

Attach an Organizational Chart that illustrates the team structure (include the integration/interaction with City project team staff). Note the Proposer name and title/role for each team member

**VII. PRICE PROPOSAL (40 POINTS)**

**A. Price Proposal Format and Allocation of Points**

In addition to submitting documents supporting each Minimum Qualification as required by this Solicitation, Proposers shall also submit a complete Price Proposal consisting of each item set forth **in Attachment 5, Price Proposal Template.**

Price proposals will be evaluated by the **proposed price of individual polygraph exams** as follows:

**(Lowest Proposed Price / Proposer's Proposed Price) x (Maximum Points possible for Price)**

**B. Price Proposal Evaluation Period**

The City will attempt to evaluate Price Proposals within thirty (30) days after receipt of Proposals. If City requires additional evaluation time, all Proposers will be notified in writing of the new expected award date.

**C. Price Discrepancies**

Where applicable, if there is a discrepancy between the Price Proposal and pricing entered by Proposer into the Supplier Portal, the Price Proposal pricing will prevail. In the event of a discrepancy between the unit price and the extended price, the unit price will prevail.

**D. Reserved (Proposing on Separate Items or in Aggregates).**

**E. Application of Discounts for Evaluating Lowest Responsive Proposer**

**1. Application of LBE Bid Discount to Price Proposal**

Where price is a factor in City's evaluation process, Proposer's price shall be reduced by an amount equal to the applicable LBE Bid Discounts. The discount shall be applied solely for the purpose of determining the lowest responsive Price Proposal and shall be in addition to any other discounts, preferences, or adjustments required by City law.

**2. Reserved (Application of Prompt Payment Discounts to Price Proposal).**

**3. Reserved (Application of Anticipated Local Tax Revenue Discount to Price Proposal).**

#### 4. Sample Discount Calculation

Evaluations are performed on a pre-tax basis except in rare instances, where tax may be a factor (i.e. One vendor bundles the commodities and services in such a way that the entire amount must be taxed, while another vendor clearly separates commodities and services). Below is an example of how bid discounts and/or rating bonuses are applied to a Price Proposal for commodities and services.

<b>ABC Firm Price Proposal Attributes</b> <ul style="list-style-type: none"><li>Is a Certified Micro LBE</li></ul>	<b>Offered Price Proposal (Pre-Tax)</b>	<b>14B LBE Bid Discount (10%)</b>	<b>Evaluated Price when determining Lowest Responsive Proposed Price</b>
<b>Services</b>	\$1,000	(\$100)	<b>\$900</b>

#### VIII. ORAL INTERVIEWS (25 POINTS)

The Evaluation Panel will hold oral interviews with Proposers that have met the Minimum Qualifications and whose Written Proposals received a score of at least 20 Points. Prior to Oral interviews, the City will send a letter to each invited Proposer regarding the format and general rules of the interview. The City reserves the right to limit participation in the panel interviews to Proposers' key/lead team members and to exclude, for example, sub-consultants on multiple teams. The interview evaluation process may include (and be scored based on) a presentation by the Proposer and/or interview questions from the Evaluation Panel. Those questions may include and be related to Proposers' and key/lead team members' qualifications, their work approach, project task descriptions, team organization, and any questions which seek to clarify Proposal components. Proposers may also be scored on follow-up questions if clarification of Proposer's responses is necessary. The same set of interview questions will be used for all Proposers and shall be presented to Proposers **at least one week prior to the date of interview** to allow Proposers sufficient time to prepare their responses. The Evaluation Panel may ask follow-up questions if clarification of Proposer's responses is necessary. The Evaluation Panel will proceed to evaluate each Proposer based on each Proposer's presentation and responses.

#### IX. SUPPORTING DOCUMENTATION REQUIRED PRIOR TO CONTRACT EXECUTION

Proposers must provide each Required Supporting Documentation ("RSD") identified below prior to Award. Failure to do so may result in the Proposal being deemed Non-Responsive.

<b>RSD #1</b>	Evidence that Proposer is 12B compliant or likely to become compliant within 30 calendar days of the Proposal Due Date.
<b>RSD #2</b>	<b>Completed Proposal Attachments:</b> <input type="checkbox"/> Attachment 6: HCAO and MCO Declaration Forms <input type="checkbox"/> Attachment 7: First Source Hiring Form
<b>RSD #3</b>	Insurance in accordance with Article 5 of Attachment 1, City's Contract Terms.

## **X. FAILURE TO PROVIDE INSURANCE AND/OR BONDS**

Unless otherwise stated, within ten business days of the receipt of a notice of award of a Contract, the Proposer to whom the contract is awarded shall deliver the specified bond documents and/or insurance certificates and policy endorsements to City. If the Proposer fails or refuses to furnish the required bond and/or insurance within ten days after receiving notice to award a Contract, City may, at its option, determine that the Proposer has abandoned its Proposal. Thereupon the tentative award of said contract to this Proposer shall be canceled and City shall notify the Proposer's surety and collect on the Proposer's bond (or the check accompanying its Proposal shall be deposited with the Treasurer of the City and County of San Francisco for collection). The proceeds thereof shall be retained by City as partial liquidated damages for failure of such Proposer to properly file the bonds and insurance herein required. The foregoing in no way limits the damages which are recoverable by City whether or not defined elsewhere in the contract documents.

## **XI. CITY'S SOCIAL AND ECONOMIC POLICY REQUIREMENTS**

The San Francisco Municipal Code establishes a number of requirements for people seeking to do business with the City ("Social and Economic Policy Requirements"). These Social and Economic Policy Requirements can be found in Attachment 1, City's Contract Terms, which Proposers are encouraged to carefully review. The Social and Economic Policy Requirements set forth below are not intended to be a complete list of all Social Policy Requirements applicable to this Solicitation and any contracts awarded from it.

### **A. Administrative Code Chapter 12B**

A Proposer selected pursuant to this Solicitation may not, during the term of the Contract, in any of its operations in San Francisco, on real property owned by San Francisco, or where work is being performed for the City elsewhere in the United States, discriminate in the provision of bereavement leave, family medical leave, health benefits, membership or membership discounts, moving expenses, pension and retirement benefits or travel benefits, as well as any benefits other than the benefits specified above, between employees with domestic partners and employees with spouses, and/or between the domestic partners and spouses of such employees, where the domestic partnership has been registered with a governmental entity pursuant to state or local law authorizing such registration, subject to the conditions set forth in §12B.2(b) of the San Francisco Administrative Code *Refer to Attachment 1, City's Contract Terms for additional details related to the application of this Ordinance to a contract awarded pursuant to this Solicitation.*

### **B. Reserved (Prevailing Wage Ordinance).**

### **C. Health Care Accountability Ordinance**

Where applicable, a Proposer selected pursuant to this Solicitation shall comply with the requirements of Chapter 12Q. For each covered employee who is not subject to Prevailing Wage, an awarded Proposer shall provide the appropriate health benefit set forth in Section 12Q.3 of the Health Care Accountability Ordinance (HCAO). If a Proposer selected pursuant to this Solicitation chooses to offer the health plan option, such health plan shall meet the minimum standards set forth by the San Francisco Health Commission. Information about and the text of the Chapter 12Q and the Health Commission's minimum standards are available at <http://sfgov.org/olse/hcao>. Any Subcontract entered into by Proposer shall also be required to comply with the requirements of the HCAO and shall contain contractual obligations substantially the same as those set forth in this section. *Refer to Attachment 1, City's Contract Terms for additional details related to the application of this Policy to a contract awarded pursuant to this Solicitation.*

#### **D. Minimum Compensation Ordinance**

Where applicable, a Proposer selected pursuant to this Solicitation shall comply with Administrative Code Chapter 12P. A Proposer selected pursuant to this Solicitation shall pay covered employees who are not subject to Prevailing Wage no less than the minimum compensation required by San Francisco Administrative Code Chapter 12P, including a minimum hourly gross compensation, compensated time off, and uncompensated time off. A Proposer selected pursuant to this Solicitation is subject to the enforcement and penalty provisions in Chapter 12P. Information about and the text of the Chapter 12P is available on the web at <http://sfgov.org/olse/mco> Refer to Attachment 1, City's Contract Terms for additional details related to the application of this Policy to a contract awarded pursuant to this Solicitation.

#### **E. First Source Hiring Program**

A Proposer selected pursuant to this Solicitation shall comply with all of the applicable provisions of the First Source Hiring Program, Chapter 83 of the San Francisco Administrative Code. Refer to Attachment 1, City's Contract Terms for additional details related to the application of this Policy to a contract awarded pursuant to this Solicitation.

#### **F. Reserved (Sweatfree Procurement).**

#### **G. Non-Profit Entities**

To receive a contract under this Solicitation, any nonprofit Proposer must be in good standing with the California Attorney General's Registry of Charitable Trusts by the time of contract execution and must remain in good standing during the term of the agreement. Upon request, Proposer must provide documentation to the City demonstrating its good standing with applicable legal requirements. If Proposer will use any nonprofit subcontractors to perform the agreement, Proposer will be responsible for ensuring they are also in compliance with all requirements of the Attorney General's Registry of Charitable Trusts at the time of Contract execution and for the duration of the agreement.

#### **H. Other Social Policy Provisions**

Attachment 1, City's Contract Terms, identifies the City's applicable social policy provisions related to a contract awarded pursuant to this Solicitation. Proposers are encouraged to carefully review these terms and ensure they are able to comply with them.

### **XII. TERMS AND CONDITIONS FOR RECEIPT OF PROPOSALS**

#### **A. How to Register as a City Supplier**

The following requirements pertain only to Proposers not currently registered with the City as a Supplier.

**Step 1:** Register as a BIDDER at City's Supplier Portal:

<https://sfcitypartner.sfgov.org/pages/index.aspx>

**Step 2:** Follow instructions for converting your BIDDER ID to a SUPPLIER ID. This will require you to register with the City Tax Collector's Office and submit Chapter 12B and 12C forms through the Supplier portal. Once these forms have been completed, submitted, and processed, you will be notified via email with your organization's new Supplier ID. That email will also provide instructions for completing your Supplier registration.

- **City Business Tax Registration Inquiries:** For questions regarding business tax registration procedures and requirements, contact the Tax Collector's Office at (415) 554-4400 or, if calling from within the City and County of San Francisco, 311.

- **Chapter 12(B) and 12(C) Inquiries:** For questions concerning the City’s Chapter 12(B) and 12(C) Equal Benefits and Non-Discrimination in Contracting requirements, go to: [www.sfgov.org/cmd](http://www.sfgov.org/cmd).

## **B. Proposal Questions and Submissions**

### **1. Proposer Questions and Requests for Clarification**

Proposers shall address any questions regarding this Solicitation to the Contract Administrator whose name and contact information appears on the cover page of this Solicitation. Proposers who fail to submit questions concerning this Solicitation and its requirements will waive all further rights to protest based on the specifications and conditions herein. **Questions must be submitted by email to the Contract Administrator whose name and contact information appears on the cover page of this Solicitation no later than Written Questions Due Date.** A written Addendum will be executed addressing each question and answer and posted publicly. It is the responsibility of the Proposer to check for any Addenda and other updates that will be posted on the City’s Supplier Portal: <https://sfcitypartner.sfgov.org/pages/Events-BS3/event-search.aspx>.

### **2. Proposal Format**

Proposals must be created using a word processing software (e.g. Microsoft Word or Excel) and typed in a serif font (e.g.-Times New Roman). The document must have page margins of at least .5” on all sides. Information must be provided at a level of detail that enables effective evaluation and comparison between Proposals. Failure to follow formatting, submission, or content requirements, as well as page limit restrictions (if any), may negatively impact the evaluation of your Proposal.

### **3. Time and Place for Submission of Proposals**

Prior to the Proposal submission deadline, Proposers must upload their complete Proposals into the City’s Supplier Portal: <https://sfcitypartner.sfgov.org/pages/index.aspx>. Late submissions will not be considered. Each original Proposal received will be screened to ensure that all content required by this Solicitation is included. Partial or complete omission of any required content may disqualify Proposals from further consideration. Late Proposal submissions will not be considered and failure to adhere to the above requirements may result in the complete rejection of your Proposal.

**Proposers are encouraged to upload their Proposals to the SF Supplier Portal as early as possible to address any technical issues that may arise during the submission process.** In the event a Proposer is unable to upload its complete Proposal into the SF Supplier Portal, Proposer must email its Proposal to the Contract Administrator whose name and contact information appears on the cover page of this Solicitation prior to the Proposal submission deadline and request confirmation of receipt. Proposer must include in its email: (a) documentation (e.g. screenshots) verifying its inability to upload its Proposal into the SF Supplier Portal and (b) a detailed justification explaining why it was not able to have the issue addressed prior to the submission deadline.

## **C. RFP Addenda**

The City may modify this Solicitation, prior to the Proposal Due Date, by issuing an Addendum to the Solicitation, which will be posted on the San Francisco Supplier Portal. Every Addendum will create a new version of the Sourcing Event and Proposers must monitor the event for new versions. **The Proposer shall be responsible for ensuring that its Proposal reflects any and all Addenda issued by the City prior to the Proposal Due Date regardless of when the Proposal is submitted.** Therefore, the City recommends that the Proposer consult the website

frequently, including shortly before the Proposal Due Date, to determine if the Proposer has downloaded all Solicitation Addenda. It is the responsibility of the Proposer to check for any Addenda, Questions and Answers documents, and updates, which may be posted to the subject Solicitation.

**THE SUBMITTAL OF A RESPONSE TO THIS SOLICITATION SHALL EXPLICITLY STIPULATE ACCEPTANCE BY PROPOSERS OF THE TERMS FOUND IN THIS SOLICITATION, ANY AND ALL ADDENDA ISSUED TO THIS SOLICITATION, AND THE PROPOSED CONTRACT TERMS.**

**D. Public Disclosure**

All documents under this solicitation process are subject to public disclosure per the California Public Records Act (California Government Code Section §6250 et. Seq) and the San Francisco Sunshine Ordinance (San Francisco Administrative Code Chapter 67). Contracts, Proposals, responses, and all other records of communications between the City and Proposers shall be open to inspection immediately after a contract has been awarded. Nothing in this Administrative Code provision requires the disclosure of a private person's or organization's net worth or other proprietary financial data submitted for qualification for a contract or other benefit until and unless that person or organization is awarded the contract or benefit.

If the City receives a Public Records Request ("Request") pertaining to this solicitation, City will use its best efforts to notify the affected Proposer(s) of the Request and to provide the Proposer with a description of the material that the City deems responsive and the due date for disclosure ("Response Date"). If the Proposer asserts that some or all of the material requested contains or reveals valuable trade secret or other information belonging to the Proposer that is exempt from disclosure and directs the City in writing to withhold such material from production ("Withholding Directive"), then the City will comply with the Withholding Directive on the condition that the Proposer seeks judicial relief on or before the Response Date. Should Proposer fail to seek judicial relief on or before the Response Date, the City shall proceed with the disclosure of responsive documents.

**E. Limitation on Communications During Solicitation**

From the date this Solicitation is issued until the date the competitive process of this Solicitation is completed (either by cancelation or final Award), Proposers and their subcontractors, vendors, representatives and/or other parties under Proposer's control, shall communicate solely with the Contract Administrator whose name appears in this Solicitation. Any attempt to communicate with any party other than the Contract Administrator whose name appears in this Solicitation – including any City official, representative or employee – is strictly prohibited. Failure to comply with this communications protocol may, at the sole discretion of City, result in the disqualification of the Proposer or potential Proposer from the competitive process. This protocol does not apply to communications with the City regarding business not related to this Solicitation.

**F. Proposal Selection Shall not Imply Acceptance**

The acceptance and/or selection of any Proposal(s) shall not imply acceptance by the City of all terms of the Proposal(s), which may be subject to further approvals before the City may be legally bound thereby.

**G. Cybersecurity Risk Assessment**

As part of City's evaluation process, City may engage in Cybersecurity Risk Assessment (CRA). CRA may be performed for each entity manufacturing the product, performing technical



functions related to the product's performance, and/or accessing City's networks and systems. Where a prime contractor or reseller plays an active role in each of these activities, CRA may also be required for the prime contractor or reseller.

To conduct a CRA, City may collect as part of this Solicitation process one of the following two reports:

- **SOC-2 Type 2 Report:** Report on Controls at a Service Organization Relevant to Security, Availability, Processing Integrity, Confidentiality or Privacy; or
- **City's Cyber Risk Assessment Questionnaire:** Proposer's responses to a City's Cyber Risk Assessment Questionnaire.

The above reports may be requested at such time City has selected or is considering a potential Proposer. The reports will be evaluated by the soliciting Department and the City's Department of Technology to identify existing or potential cyber risks to City. Should such risks be identified, City may afford a potential Proposer an opportunity to cure such risk within a period of time deemed reasonable to City. Such remediation and continuing compliance shall be subject to City's on-going review and audit through industry-standard methodologies, including but not limited to: on-site visits, review of the entities' cybersecurity program, penetration testing, and/or code reviews.

#### **H. Solicitation Errors and Omissions**

Proposers are responsible for reviewing all portions of this Solicitation. Proposers are to promptly notify the City, in writing and to the Solicitation contact person if the Proposer discovers any ambiguity, discrepancy, omission, or other error in the Solicitation. Any such notification should be directed to the City promptly after discovery, but in no event later than the deadline for questions. Modifications and clarifications will be made by Addenda as provided below.

#### **I. Objections to Solicitation Terms**

Should a Proposer object on any ground to any provision or legal requirement set forth in this Solicitation, the Proposer must, no later than the deadline for questions, provide written notice to the City setting forth with specificity the grounds for the objection. The failure of a Proposer to object in the manner set forth in this paragraph shall constitute a complete and irrevocable waiver of any such objection.

#### **J. Protest Procedures**

##### **1. Protest of Non-Responsiveness Determination**

Within three (3) business days of the City's issuance of a Notice of Non-Responsiveness, a Proposer may submit a written Notice of Protest of Non-Responsiveness. The Notice of Protest must include a written statement specifying in detail each and every one of the grounds asserted for the protest. The Notice of Protest must be signed by an individual authorized to represent the Proposer, and must cite the law, rule, local ordinance, procedure or Solicitation provision on which the protest is based. In addition, the Notice of Protest must specify facts and evidence sufficient for the City to determine the validity of the protest.

##### **2. Protest of Non-Responsible Determination**

Within three (3) business days of the City's issuance of a Notice of Non-Responsibility, a Proposer may submit a written Notice of Protest of Non-Responsibility. The Notice of Protest must include a written statement specifying in detail each and every one of the grounds asserted for the protest. The Notice of Protest must be signed by an individual authorized to represent the Proposer, and must cite the law, rule, local ordinance, procedure or Solicitation provision on which the



protest is based. In addition, the Notice of Protest must specify facts and evidence sufficient for the City to determine the validity of the protest.

### **3. Protest of Contract Award**

Within three (3) business days of the City's issuance of a Notice of Intent to Award, a Proposer may submit a written Notice of Protest of Contract Award. The Notice of Protest must include a written statement specifying in detail each and every one of the grounds asserted for the protest. The Notice of Protest must be signed by an individual authorized to represent the Proposer, and must cite the law, rule, local ordinance, procedure or Solicitation provision on which the protest is based. In addition, the Notice of Protest must specify facts and evidence sufficient for the City to determine the validity of the protest.

### **4. Delivery of Protests**

A Notice of Protest must be written. Protests made orally (e.g., by telephone) will not be considered. A Notice of Protest must be delivered by mail or email to the Contract Administrator whose name and contact information appears on the cover page to this Solicitation and received by the due dates stated above. A Notice of Protest shall be transmitted by a means that will objectively establish the date the City received the Notice of Protest. If a Notice of Protest is mailed, the protestor bears the risk of non-delivery within the deadlines specified herein.

## **K. Proposal Term**

Submission of a Proposal signifies that the proposed products, services and prices are valid for 180 calendar days from the Proposal Due Date and that the quoted prices are genuine and not the result of collusion or any other anti-competitive activity. At Proposer's election, the Proposal may remain valid beyond the 180-day period in the circumstance of extended negotiations.

## **L. Revision to Proposal**

A Proposer may revise a Proposal on the Proposer's own initiative at any time before the deadline for submission of Proposals. The Proposer must submit the revised Proposal in the same manner as the original. A revised Proposal must be received on or before, but no later than the Proposal Due Date and time. In no case will a statement of intent to submit a revised Proposal, or commencement of a revision process, extend the Proposal Due Date for any Proposer. At any time during the Proposal evaluation process, the City may require a Proposer to provide oral or written clarification of its Proposal. The City reserves the right to make an award without further clarifications of Proposals received.

## **M. Proposal Errors and Omissions**

Failure by the City to object to an error, omission, or deviation in the Proposal will in no way modify the Solicitation or excuse the Proposer from full compliance with the specifications of this Solicitation or any contract awarded pursuant to this Solicitation.

## **N. Financial Responsibility**

The City accepts no financial responsibility for any costs incurred by a Proposer in responding to this Solicitation. Proposers acknowledge and agree that their submissions in response to this Solicitation will become the property of the City and may be used by the City in any way deemed appropriate.

## **O. Proposer's Obligations under the Campaign Reform Ordinance**

If a contract awarded pursuant to this Solicitation has (A) a value of \$100,000 or more in a fiscal year and (B) requires the approval of an elected City official, Proposers are hereby advised:

1. Submission of a Proposal in response to this Solicitation may subject the Proposers to restrictions under Campaign and Governmental Conduct Code Section 1.126, which prohibits City contractors, Proposers, and their affiliates from making political contributions to certain City elective officers and candidates; and
2. Before submitting a Proposal in response to this Solicitation, Proposers are required to notify their affiliates and subcontractors listed in the awarded contract or Proposal of the political contribution restrictions set forth in Campaign and Governmental Conduct Code section 1.126.

This restriction applies to the party seeking the contract, the party's board of directors, chairperson, chief executive officer, chief financial officer, chief operating officer, any person with an ownership interest greater than ten percent, and any political committees controlled or sponsored by the party, as well as any subcontractors listed in the awarded contract or Proposal. The law both prohibits the donor from giving contributions and prohibits the elected official from soliciting or accepting them.

The people and entities listed in the preceding paragraph may not make a campaign contribution to the elected official at any time from the submission of a Proposal for a contract until either: (1) negotiations are terminated and no contract is awarded; or (2) twelve months have elapsed since the award of the contract.

A violation of Section 1.126 may result in criminal, civil, or administrative penalties. For further information, Proposers should contact the San Francisco Ethics Commission at [\(415\) 252-3100](tel:415-252-3100) or go to <https://sfethics.org/compliance/city-officers/city-contracts/city-departments/notifying-bidders-and-potential-bidders>.

## **P. Reservations of Rights by the City**

The issuance of this Solicitation does not constitute a guarantee by the City that a contract will be awarded or executed by the City. The City expressly reserves the right at any time to:

1. Waive or correct any defect or informality in any response, Proposal, or Proposal procedure;
2. Reject any or all Proposals;
3. Reissue the Solicitation;
4. Prior to submission deadline for Proposals, modify all or any portion of the selection procedures, including deadlines for accepting responses, the specifications or requirements for any materials, equipment or services to be provided under this Solicitation, or the requirements for contents or format of the Proposals;
5. Procure any materials, equipment or services specified in this Solicitation by any other means; or
6. Determine that the subject goods or services are no longer necessary.

**Q. No Waiver**

No waiver by the City of any provision of this Solicitation shall be implied from the City's failure to recognize or take action on account of a Proposer's failure to comply with this Solicitation.

**R. Other**

1. The City may make such investigation, as it deems necessary, prior to the award of this contract to determine the conditions under which the goods are to be delivered or the work is to be performed. Factors considered by the City shall include, but not be limited to:

- a. Any condition set forth in this Solicitation;
- b. Adequacy of Proposer's plant facilities and/or equipment, location and personnel location to properly perform all services called for under the Purchase Order; and
- c. Delivery time(s).

2. City reserves the right to inspect an awarded Proposer's place of business prior to award of and/or at any time during the contract term (or any extension thereof) to aid City in determining an awarded Proposer's capabilities and qualifications.

3. Failure to timely execute a contract, or to furnish any and all insurance certificates and policy endorsements, surety bonds or other materials required in the contract, shall be deemed an abandonment of a contract offer. The City, in its sole discretion, may select another Proposer and may proceed against the original selectee for damages.

4. City reserves the right to reject any Proposal on which the information submitted by Proposer fails to satisfy City and/or if Proposer is unable to supply the information and documentation required by this Solicitation within the period of time requested.

5. Any false statements made by a Proposer or any related communication/clarification may result in the disqualification of its Proposal from receiving further evaluation and a contract award.

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: POLICE

Dept. Code: POL

Type of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 46768 - 18/19)

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

Type of Service: Pre-Employment Polygraph Examination Services

Funding Source: General Fund

PSC Original Approved Amount: \$500,000 PSC Original Approved Duration: 01/01/20 - 12/31/23 (4 years)

PSC Mod#1 Amount: \$85,000 PSC Mod#1 Duration: 01/01/20-12/31/24 (1 year 1 day)

PSC Cumulative Amount Proposed: \$585,000 PSC Cumulative Duration Proposed: 5 years 1 day

**1. Description of Work**

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

Contractors will provide pre-employment polygraph screening on an as-needed basis during hiring periods for entry level police officers, lateral police officers (transfers from other jurisdictions), police reserve officers, and police service aides. Polygraph examinations will cover general information about employment candidates to include employment history, prior police history, criminal activity, military service, employment theft, financial issues, gambling, internet use, illegal drug use, drinking habits and incidence of domestic violence. Contractors shall provide business sites and adequate interrogation facilities.

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

Screening is an extremely useful and necessary tool in the law enforcement pre-employment selection process. The Police Department is conducting an accelerated hiring period. Denial would adversely affect the background investigation process of the candidates.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.

Yes, approved PSC 40331 - 15/16

D. Will the contract(s) be renewed?

Unknown at this time.

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:

Extending current contract for one additional year.

**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).

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

Explain the qualifying circumstances:

Services are as-needed and not available within the City.

B. Reason for the request for modification:

Extend contract duration and increase contract amount.

**3. Description of Required Skills/Expertise**

- A. Specify required skills and/or expertise: Pre-employment screening is an essential element in the background investigation process. The contractors must be highly skilled to interpret test data, read body language, and demonstrate attendance of continued polygraph training. The contractors must graduate from polygraph schools certified by the American Polygraph Association (APA) and must have final polygraph certifications. They must also be active members of the APA, American Association of Police Polygraphists or the California Association of Polygraph Examiners.
- 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: Yes. The contractors will provide unique equipment and all screening will be performed at contractors' facilities.

**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.  
No civil service classification describes the specialized knowledge, skills, training, and certifications necessary to perform the 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: No. This service is only as-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.  
No training required
- 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 10/05/23, 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: Vincent Lee Phone: 4158377127 Email: vincent.lee@sfgov.org

Address: 1245-3rd Street, 6th Floor, San Francisco, CA 94158

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 46768 - 18/19

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Not Required

Approved by DHR on 10/30/2023

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: POLICE -- POL

Dept. Code: POL

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

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

Type of Service: Pre-Employment Polygraph Examination Services

Funding Source: General Fund

PSC Duration: 4 years

PSC Amount: \$500,000

**1. Description of Work**

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

Contractors will provide pre-employment polygraph screening on an as-needed basis during hiring periods for entry level police officers, lateral police officers (transfers from other jurisdictions), police reserve officers, and police service aides. Polygraph examinations will cover general information about employment candidates to include employment history, prior police history, criminal activity, military service, employment theft, financial issues, gambling, internet use, illegal drug use, drinking habits and incidence of domestic violence. Contractors shall provide business sites and adequate interrogation facilities.

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

Screening is an extremely useful and necessary tool in the law enforcement pre-employment selection process. The Police Department is conducting an accelerated hiring period. Denial would adversely affect the background investigation process of the candidates.

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 40331-15/16

D. Will the contract(s) be renewed?  
Unknown at this time.

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why.  
not applicable

**2. Reason(s) for the Request**

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

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

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

B. Explain the qualifying circumstances:

Services are as-needed and not available within the City.

**3. Description of Required Skills/Expertise**

- A. Specify required skills and/or expertise: Pre-employment screening is an essential element in the background investigation process. The contractors must be highly skilled to interpret test data, read body language, and demonstrate attendance of continued polygraph training. The contractors must graduate from polygraph schools certified by the American Polygraph Association (APA) and must have final polygraph certifications. They must also be active members of the APA, American Association of Police Polygraphists or the California Association of Polygraph Examiners.
- 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: Yes. The contractors will provide unique equipment and all screening will be performed at contractors' facilities.

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

None. Pre-employment polygraph services are not available within the City.

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

- A. Explain why civil service classes are not applicable.  
No civil service classification describes the specialized knowledge, skills, training, and certifications necessary to perform the 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. No. This service is only as-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.  
No. No training is needed.
- 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 01/04/2019, 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: Genie Wong Phone: (415) 837-7208 Email: Genie.Wong@sfgov.org

Address: 1245-3rd Street, 6th Floor San Francisco, CA 94158

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 46768 - 18/19

DHR Analysis/Recommendation:

action date: 04/01/2019

Commission Approval Required

Approved by Civil Service Commission

04/01/2019 DHR Approved for 04/01/2019

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION -- PUC

Dept. Code: PUC

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

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

Type of Service: Engineering Services for Emergency Firefighting and Water Distribution System

Funding Source: GO Bonds ESER 2014 and 2020

PSC Duration: 9 years 2 days

PSC Amount: \$8,000,000

**1. Description of Work**

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

Emergency Firefighting Water System (EFWS), historically referred to as the Auxiliary Water Supply System (AWSS), is an independent high pressure water supply system dedicated to fire protection. It was installed in 1913 in response to the Great Earthquake and Fire of 1906 and consists of a 135-mile-long pipeline network, a high elevation reservoir with two large capacity tanks, two pumping stations, three fireboats and underground water storage tanks (cisterns).

The selected Consultant will work under the direction of the SFPUC to provide planning and engineering design services for the EFWS and City's Water Distribution System pipelines. Some assignments may require SFPUC engineering staff to be integrated into the consultant project team. The Consultant's work objective will be to perform planning and engineering design services applying all applicable codes and SFPUC Procedures and regulatory requirements/guidelines administered by the State Water Resources Control Board, Division of Drinking Water. Projects are expected to pertain to pipelines, pump stations and fireboat manifold systems.

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

The Emergency Firefighting Water System (EFWS) has unique capabilities, including the ability to deliver water at extremely high pressures and to use water from the Bay to battle fire. The EFWS is used as the secondary defense against large fires, specifically those that could occur after a large earthquake when the domestic water system may be impacted. If the City's domestic water system is damaged because of an earthquake – as it previously has been – sufficient water from the domestic water system will not be available to suppress fires. The EFWS will serve as the alternative water source and will be vital to extinguishing large fires, thus saving lives and protecting against the loss of buildings and homes after a large earthquake or other disaster.

**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.**

Similar specialized fire flow hydraulic modeling and seismic planning services to address delivery of the AWSS were performed under PSC 4114 10/ 11 for Contract CS199, Planning Support Services for Auxiliary Water Supply System.

**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.

The duration of the projects from planning, design, engineering services during construction, and project closeout will take approximately 8 years, due to complexity of the planning, design and construction support given the various existing underground utilities that will need to be relocated and the major construction impacts along the streets of San Francisco.

## **2. Reason(s) for the Request**

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

- ☒ Immediately needed services to address unanticipated or transitional situations, or services needed to address emergency situations.
- ☒ 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).
- ☒ Services that require resources that the City lacks (e.g., office space, facilities or equipment with an operator).
- ☒ Cases where future funding is so uncertain that the establishment of new civil service positions, classes or programs is not feasible (including situations where there is grant funding).

- B. Explain the qualifying circumstances:

This project requires specialized skills, expertise and knowledge to complete the work. The SFPUC will provide project engineer(s) to lead, coordinate and oversee consulting engineers. In addition, the SFPUC project engineer(s) will ensure the project meets SFPUC-Infrastructure standards and procedures.

## **3. Description of Required Skills/Expertise**

- A. Specify required skills and/or expertise: The Consultant will be asked to provide supplemental geotechnical information, perform condition assessment tasks, prepare operations and maintenance plans, or develop designs for portions of the EFWS and City's Water Distribution System. Such services could include specialized technical expertise (e.g., trenchless installations, fire flow) and other services at the discretion of the SFPUC.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5211, Eng/Arch/Landscape Arch Sr; 5212, Engineer/Architect Principal; 5241, Engineer;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, drilling and other equipment for geotechnical/hazardous material investigation and pipeline condition assessments that will be required.

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

SFPUC has reviewed the staffing plan and confirmed that such expertise is not available within current City resources for the trenchless installations, fire flow hydraulic modeling, seismic, and geotechnical services. All related services that City can provide such as project engineering efforts, coordination with utility conflicts, environmental approval work, pump station, water distribution pipeline design will be performed by City resources, in collaboration with the selected consultant team.

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

A. Explain why civil service classes are not applicable.

Typically, the design of large diameter pipelines, earthquake resistant ductile iron pipes, and trenchless installations in seismically active areas requires extensive specialized engineering support services (e.g., geotechnical, utility engineering and potholing, and pipeline finite element modeling in seismic hazard zones). These projects will be led by City staff and consultant staff support as needed. Depending on available funding, portions of the work can be intermittent and of a short-term duration and/or these engineering services will be utilized as needed during peak workloads.

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 is insufficient continuous, long-term workload to support the staffing of these types of specialized trenchless installations, fire flow hydraulic modeling, seismic, and geotechnical services.

**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. To foster the transfer of technical expertise relevant to tunnel design and construction to City staff, this contract will include provisions for consultant-led, in office training sessions at the SFPUC. Training topics will be determined jointly between Consultant the SFPUC during each phase of work.

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 04/03/2024, 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@sfgwater.org

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

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 46421 - 23/24

DHR Analysis/Recommendation:  
Commission Approval Required  
DHR Approved for 06/03/2024

Civil Service Commission Action:

# **Receipt of Union Notification(s)**

**From:** [dhrrpscordinator@sfgov.org](mailto:dhrrpscordinator@sfgov.org) on behalf of [shale@sfgwater.org](mailto:shale@sfgwater.org)  
**To:** [Hale, Shawndrea M.](mailto:Hale,Shawndrea.M.); [junko.laxamana@sfgov.org](mailto:junko.laxamana@sfgov.org); [jnuti@ifpte21.org](mailto:jnuti@ifpte21.org); [sportillo@ifpte21.org](mailto:sportillo@ifpte21.org); [kdavis@ifpte21.org](mailto:kdavis@ifpte21.org); [jharding@ifpte21.org](mailto:jharding@ifpte21.org); [mweirick@ifpte21.org](mailto:mweirick@ifpte21.org); [agarza@ifpte21.org](mailto:agarza@ifpte21.org); [ewallace@ifpte21.org](mailto:ewallace@ifpte21.org); [WendyWong26@yahoo.com](mailto:WendyWong26@yahoo.com); [wendywong26@yahoo.com](mailto:wendywong26@yahoo.com); [tmathews@ifpte21.org](mailto:tmathews@ifpte21.org); [kschumacher@ifpte21.org](mailto:kschumacher@ifpte21.org); [amakayan@ifpte21.org](mailto:amakayan@ifpte21.org); [L21PSCReview@ifpte21.org](mailto:L21PSCReview@ifpte21.org); [Hale, Shawndrea M.](mailto:Hale,Shawndrea.M.); [dhrrpscordinator@sfgov.org](mailto:dhrrpscordinator@sfgov.org)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 46421 - 23/24  
**Date:** Wednesday, April 3, 2024 11:26:17 AM

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RECEIPT for Union Notification for PSC 46421 - 23/24 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 46421 - 23/24 for \$8,000,000 for Initial Request services for the period 05/06/2024 – 05/06/2033. 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://urldefense.com/v3/\\_\\_\\_http://apps.sfgov.org/dhrrupal/node/22226\\_\\_\\_:!!NCYPjq8!9GIYrzlzlsvlbDtXV5W2sDiF52hzrsg2bz\\_uLNcVv-ItuhDspywm9oM9mieaMESH8X34pLtTMW\\$](https://urldefense.com/v3/___http://apps.sfgov.org/dhrrupal/node/22226___:!!NCYPjq8!9GIYrzlzlsvlbDtXV5W2sDiF52hzrsg2bz_uLNcVv-ItuhDspywm9oM9mieaMESH8X34pLtTMW$)

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

## **Additional Attachment(s)**





# CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE  
MAYOR

E. DENNIS NORMANDY  
PRESIDENT

DONALD A. CASPER  
VICE PRESIDENT

MORGAN R. GORRONO  
COMMISSIONER

MARY Y. JUNG  
COMMISSIONER

LISA SEITZ GRUWELL  
COMMISSIONER

ANITA SANCHEZ  
EXECUTIVE OFFICER

## MINUTES Regular Meeting June 6, 2011

2:00 p.m.  
ROOM 400, CITY HALL  
1 Dr. Carlton B. Goodlett Place

### CALL TO ORDER

2:08 p.m.

### ROLL CALL

President E. Dennis Normandy	Present (Left at 5:15 p.m. Missed Item #s16 to 18)
Vice President Donald A. Casper	Present
Commissioner Morgan R. Gorrono	Present
Commissioner Mary Y. Jung	Present
Commissioner Lisa Seitz Gruwell	Present

President E. Dennis Normandy presided on Items #s 1 to 15.  
Vice President Donald A. Casper presided on Item #s 16 to 18.

The Commission convened its meeting with a moment of silence in honor of Lieutenant Vincent Perez and Firefighter/Paramedic Anthony Valerio, who recently gave their lives in the service of the City in a recent fire in Diamond Heights.

### REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION AND WHICH IS NOT APPEARING ON TODAY'S AGENDA

Larry Wong, IFPTE Local 21 spoke regarding the conditional approval on April 19, 2010 of PSC #4123-09/10 from the Public Utilities Commission. Mr. Wong stated that in accordance with the conditional approval, the PUC has not provided the bi-annual report on the use of consultants and City staff for the period ending March 31, 2011. The Commission requested the Executive Officer to obtain the report from the PUC and calendar the item at the next Civil Service Commission meeting.

**APPROVAL OF MINUTES**

Special Meeting of May 16, 2011

**Action:** Adopt. (Vote of 5 to 0)

Regular Meeting of May 16, 2011

**Action:** Adopt. (Vote of 5 to 0)**0161-11-1 ELECTION OF OFFICERS (Item No. 5)**

**Action:** Commissioner E. Dennis Normandy was elected President for the term of office ending May 31, 2012. (Vote of 5 to 0)  
 Commissioner Donald A. Casper was elected Vice President for the term of office ending May 31, 2012. (Vote of 5 to 0)

**HUMAN RESOURCES DIRECTOR'S REPORT (Item No. 6)**

No report.

**EXECUTIVE OFFICER'S REPORT (Item No. 7)****0162-11-1 Report on Department Budget Allocation Process – Response to Commissioners' Request. (Item No. 7)****Speakers:** Anita Sanchez, Executive Officer**Action:** Accept the report. (Vote of 5 to 0)**0154-11-8 Review of request for approval of proposed personal services contract. (Item No. 8)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4107-10/11	Adult Probation	\$80,000	The Court ordered conditions of probation require all probationers to not use any illegal drugs. Drug Testing will enable the Adult Probation Department to better protect public safety by monitoring and enforcing probationer compliance with Court orders.	Regular	06/30/12
4108-10/11	Airport Commission	\$500,000	Staffing/consulting services to the airport's noise reduction community forum, known as the Airport/Community Roundtable. The forum is a means for residents from the surrounding communities to voice their concerns about noise from the airport. San Mateo County, as the coordinating lead for the Roundtable, provides staffing and consultants to evaluate the impact of noise on affected communities created by aircraft flying into and out of the airport and the effectiveness of noise reduction programs at the airport to mitigate or abate aircraft noise.	Regular	06/30/14

# Civil Service Commission Meeting Minutes

Regular Meeting of June 6, 2011

4109-10/11	Airport Commission	\$600,000	The proposed work includes using Engineered Arresting Systems Corporation's (ESCO) proprietary, FAA-validated computer modeling to conduct performance modeling evaluations for four EMAS bed configurations at both ends of runways 1R-19L and 1L-19R; providing detailed product installation requirements and guidance to support Airport Engineers in preparation of detailed construction drawings; reviewing construction drawings specific to arrestor bed design; and providing comments and recommendations to ensure EMAS product specifications and requirements have been met.	Regular	12/31/15
4110-10/11	Controller	\$500,000	Identify and correct sales and use tax allocations errors, identify businesses from which the City has not been receiving sales/use tax revenue, conduct local sales and use tax audits of State Board of Equalization records and provide legislative impact analyses, identify and correct improperly registered permits, develop and maintain a database of sales tax information for use by City employees, and provide as-needed tax revenue enhancement services.	Regular	06/30/16
4111-10/11	District Attorney	\$72,500	This contract will provide services to women and transgender individuals who have experienced sexual exploitation and violence and professional services coordinating monthly FOPP classes as a diversion model for men arrested for their first prostitution offense. The proposed contract would include speakers, logistics, training and support of FOPP speakers. This program also acts as a diversion model for women, providing them an opportunity to receive counseling and education as an alternative to incarceration.	Regular	06/30/12
4112-10/11	General Services Agency	\$375,000	This is a request to contract for after-hours, weekend and holiday emergency veterinary services on an as-needed basis. Department will pay only for work actually performed. The department is initiating a RFP process for a 1-year contract with 4 possible 1-year extensions.	Regular	06/30/16
4113-10/11	Port Commission	\$600,000	Development of a comprehensive media and strategic marketing program targeting national, regional and local audiences. This proactive media campaign is necessary as a result of the Port/City undertaking the 34 <sup>th</sup> America's Cup event and the Port's 150th Anniversary Celebration.	Regular	06/30/14
4114-10/11	Public Utilities Commission	\$2,000,000	The primary role of the selected Proposer will be to provide professional services to assist in engineering planning and alternative analysis for improvements to Auxiliary Water Supply System (AWSS) pipelines and associated facilities.	Regular	06/30/16

Civil Service Commission Meeting Minutes

Regular Meeting of June 6, 2011

4115-10/11  <i>Postpone to the meeting of 6/20/11</i>	Public Works	\$2,500,000	The Forensic Services Division (FSD) of the SF Police Department and the Office of Chief Medical Examiner (OCME) require specialized facilities that meet requirements of accreditation agencies for autopsy complexes and forensic science laboratories and that can ensure the chain-of-custody for evidence expectation of the courts of law. The original PSC #4065-07/08 was approved on 12/03/2007 for \$450,000, and modified on 10/20/2008 for \$950,000. In this regard, a consultant has been under contract and has thus far provided specialized architectural, engineering, and related professional services for programming the facilities and the development of essential design criteria. The services proposed within this PSC will enable the further development of both specialized facilities through the Schematic Design Phase and the work products of this effort will assist City staff in preparing for the Bond Measure scheduled for the November 2013 Ballot.	Regular	12/31/17
4066-08/09	Mayor	Increase Amount \$200,000 New Amount \$424,500	The consultant will continue to assist OEWD with design and implementation of a web based secure software tool to support client tracking and performance management for Workforce Investment Act (WIA), CityBuild, and other OEWD workforce programs. The system developed and utilized so far has proven to material in allowing OEWD to track and report to the California Employment Development Department (EDD), through required file export and upload, activities and outcomes as required for WIA and other special demonstration grants. EDD recently awarded a contract to a new vendor to develop a replacement file upload system to sync with the new State system. Additionally we anticipate additional reporting and some system development will be required by the department resulting from OEWD's grantee portfolio shifting and anticipated new funding streams. OEWD will need to be prepared to adjust tracking and reporting to ensure that WIA funding is properly accounted for, monitored, and ultimately not jeopardized.	Modification	12/31/13
4099-09/10  <i>Appealed by IFPTE Local 21. On Regular Agenda</i>	Airport Commission	Increase Amount \$6,700,000 New Amount \$9,200,000	Subsequent to our initial request, we determined that essential Airport wide BHS improvements were required to support operations (excluding Terminal 2); and we received federal grants to: 1) modernize the TSA's CBIS and associated BHS at the International Terminal and Terminal 3, Boarding Area F; and 2) provide baggage safety screening and optimization to existing systems in order to improve TSA maintenance activities. All of this requires additional BHS design, construction management, and construction activities. Terminal 3, Boarding Area E will be vacated by American Airlines in early 2011 when American Airlines moves to Terminal 2. The BHS has insufficient capacity and reliability for the three new airlines that will occupy the facility. The International Terminal BHS includes the first in-line EDS system in the USA, and the PLC and other systems are beyond their useful life, and must be replaced to maintain operations. The Boarding Area B and E PBB's were originally designed for aircraft that are now obsolete, equipment is beyond its useful life, and parts are unavailable. PBB's must be reconfigured in some cases to support airline relocations.	Modification	06/30/15

# Civil Service Commission Meeting Minutes

Regular Meeting of June 6, 2011

3154-07/08	Children & Families Commission	Increase Amount \$16,400 New Amount \$65,600	The audit will provide opinions as to whether the Commission's basic financial statements are fairly presented, in all material respects, in conformity with the accounting principles generally accepted in the United States of America (GAAP), and certain laws and regulations under the Children and Families Program, issued by the State Controllers Office. The audit will include testing of accounting records of the Commission and an evaluation of the Commission's compliance with the following requirements: contracting and procurement, administrative costs, conflicts of interest, County ordinance, long-range financial plans, financial conditions of the Commission, program evaluation, salaries and benefits policies. The auditor will also prepare the fiscal portion of the annual report.	Modification	11/01/12
4049-05/06	Department of Technology	Increase Amount \$0 New Amount \$7,150,000	Due to more delays in finalizing the agreement terms to the federally mandated requirement to complete reconfiguration of the radio frequencies used by the City and even further delays in securing approvals for re-design of the work, this contract requires an additional extension of time to complete work originally planned to be completed in June 2011. This frequency reconfiguration requires that all the frequency dependent devices must be retuned, reprogrammed or replaced. This will involve work on over 9,250 subscriber units, over 250 fixed stations, and associated frequency sensitive equipment. The radio systems affected are Citywide Emergency Radio System (CERS) and the Public Works Emergency System (PERS), as well as the backup system. This effort requires specialized skill to plan and implement the reconfiguration in these complex systems.	Modification	08/31/12

## Speakers:

Cynthia Avakian and E.R. Ganoung, Jr., Airport Commission spoke on PSC #4108-10/11.

Cynthia Avakian, Airport Commission spoke on PSC #4109-10/11.

Michelle Allersma, Office of the Controller spoke on PSC #4110-10/11.

David Myerson, Public Utilities Commission spoke on PSC #4114-10/11.

Derik Aoki, Children and Families Commission, 1<sup>st</sup> Five-SF spoke on PSC #3154-07/08.

## Action:

- (1) Sever PSC #4099-09/10 and move to Regular agenda as an appeal by IFPTE Local 21. (Vote of 5 to 0)
- (2) Adopt the report; Approve request for PSC #4108-10/11. Notify the Office of the Controller and the Office of Contract Administration. (Vote of 4 to 1; Commissioner Seitz Gruwell dissents.)
- (3) Continue PSC #4115-10/11 to the meeting of June 20, 2011, with the presence of a DPW representative. (Vote of 5 to 0)
- (4) Adopt the report; Approve request for all remaining contracts. Notify the Office of the Controller and the Office of Contract Administration. (Vote of 5 to 0)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION -- PUC

Dept. Code: PUC

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

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

Type of Service: Septic Pumpout and Waste Disposal Services

Funding Source: Operating budget

PSC Duration: 5 years

PSC Amount: \$800,000

**1. Description of Work**

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

Pumping out of sewer waste from the Alameda Creek Watershed Center below-grade holding tank.

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

The ACWC was designed to be a closed sewer system. Toilet waste systems are not connected to municipal sewer or septic tank systems. The facility has been designed to have all waste pumped from a below-grade holding tank and taken off-site for appropriate disposal. Denial of these services would prevent the use of the Alameda Creek Watershed Center

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 is a new facility and has never been serviced in the past. The Natural Resources and Lands Management division does not have staffing or equipment to perform the required service.

D. Will the contract(s) be renewed?

Yes, this service will be required for the life of the facility, which will need to be performed through subsequent contracts unless internal staffing and equipment support are provided to cover the needed service.

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.

Service charges associated with a 5-year contract to perform contracted waste pumpout services at the new Alameda Creek Watershed Center (ACWC)

**2. Reason(s) for the Request**

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

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

B. Explain the qualifying circumstances:

This is a new facility and has never been serviced in the past. The Natural Resources and Lands Management division does not have staffing or equipment to perform the required service.

**3. Description of Required Skills/Expertise**

- A. Specify required skills and/or expertise: Skills include a commercial operator's license appropriate for the size of hauling vehicle used, as well as experience required to operate the vehicle for transport and waste removal procedures.
- B. Which, if any, civil service class(es) normally perform(s) this work? 7355, Truck Driver;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Contractor will provide the specialized transport vehicle required for this service.

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

Attempts have been made to obtain the needed service from other divisions, however the SFPUC lacks the manpower and equipment required for this additional service demand.

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

- A. Explain why civil service classes are not applicable.  
The 7355 civil service classification could perform the described services, however all existing classifications and associated equipment are at capacity and cannot support this increase service demand. The required services constitute approximately 15-20 hours per week of work, which would not support the procurement of a full-time classification and associated equipment at this time.
- 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. Civil service classification 7355, with the necessary operating equipment and experience, could perform this work, however this is a new facility that requires servicing that has never been provided in the past.

**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 not needed.
- 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 03/01/2024, the Department notified the following employee organizations of this PSC/RFP request:  
Bldg Mtl & Constr Teamsters, L 853

☒ 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@sfgwater.org

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

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 47586 - 23/24

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 06/03/2024



# **Receipt of Union Notification(s)**

**From:** [Hale, Shawndrea M.](#)  
**To:** [dhart@teamsters853.org](mailto:dhart@teamsters853.org); [mhenneberry@teamsters853.org](mailto:mhenneberry@teamsters853.org); [lkuhls@teamsters853.org](mailto:lkuhls@teamsters853.org)  
**Subject:** FW: Receipt of Notice for new PCS over \$100K PSC # 47586 - 23/24  
**Date:** Monday, April 1, 2024 1:47:00 PM

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

From: dhr-psccordinator@sfgov.org <dhr-psccordinator@sfgov.org> On Behalf Of shale@sfwater.org  
Sent: Friday, March 1, 2024 9:47 AM  
To: Hale, Shawndrea M. <SHale@sfwater.org>; Hale, Shawndrea M. <SHale@sfwater.org>; dhr-psccordinator@sfgov.org  
Subject: Receipt of Notice for new PCS over \$100K PSC # 47586 - 23/24

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

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

RECEIPT for Union Notification for PSC 47586 - 23/24 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 47586 - 23/24 for \$800,000 for Initial Request services for the period 06/01/2024 – 05/31/2029. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/22113> 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

# **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 # 41064 - 20/21)

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

Type of Service: Process and Building Design for a Sewer Treatment Plant

Funding Source: Airport Capital Fund

PSC Original Approved Amount: \$36,000,000 PSC Original Approved Duration: 03/01/21 - 12/31/23 (2 years 43 weeks)

PSC Mod#1 Amount: no amount added PSC Mod#1 Duration: 12/31/23-12/31/24 (1 year 1 day)

PSC Mod#2 Amount: no amount added PSC Mod#2 Duration: 12/31/24-12/31/25 (1 year)

PSC Cumulative Amount Proposed: \$36,000,000 PSC Cumulative Duration Proposed: 4 years 43 weeks

**1. Description of Work**

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

San Francisco International Airport (Airport) plans to implement upgrades to the existing Sewer Treatment Plant with components that are considered immediate needs to the plant's processes. A contracted design-build team, with knowledge and experience in sanitary waste treatment processing will design and procure the bid trade packages for the direct construction work when the design is complete. The Sewer Treatment Plant Improvements Project includes four distinct scopes: 1) replacement of existing headworks for primary screening; 2) replacement of existing electrical load center and motor control equipment; 3) replacement of the dewatering systems; and 4) in-kind replacement of existing process equipment. The design portion of the contracted work will be 6.5% percent of the total PSC amount.

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

These services are necessary to maintain the Airport's permit with the National Pollutant Discharge Elimination System (NPDES) in good standing. The Airport has committed to the Regional Water Quality Control Board to implement upgrades to its Sewer Treatment Plant's initial downstream screening and dewatering processes by Summer of 2023. The consequence to not implementing these upgrades is two-fold. First, any failure of these systems would put the Airport in a position of not being able to process sanitary waste from the Airport terminal complex which would severely limit terminal operations (limited or no water usage). The Airport would also be susceptible to sanitary sewer overflows and/or potential waste discharges to San Francisco Bay which would endanger public health and the environment. This scenario would be subject to severe fines and penalties. Secondly, the Airport risks losing its NPDES permit due to inaction.

**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 41064-20/21

**D. Will the contract(s) be renewed?**

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

**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 time to complete construction and close out.

**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:

This is a capital project, hiring experienced sanitary waste design/construction professionals permanently would be impractical as these upgrades are not frequently done.

**B. Reason for the request for modification:**

Need to extend for time to complete construction and close out.

**3. Description of Required Skills/Expertise**

- A. Specify required skills and/or expertise: Expertise is needed in Engineering and construction with specialized experience in design and construction of sewer waste treatment facilities. Project design and construction skills with direct and current sewer waste treatment plant processes, and sanitary sewer system experience is required. Specific expertise in current processing technology, specialized treatment operating systems, structural systems, and special systems is required.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5201, Junior Engineer; 5207, Assoc Engineer; 5211, Eng/Arch/Landscape Arch Sr; 5241, Engineer;
- 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.  
Staff in classes 5201, 5207, 6318, and 6319 will be working on this project and will be utilized fully on the construction management team. Staff in classes 5207, 6318, and 6319 will also oversee the contracted work, but do not have the required expertise and specialized skills to perform all of the work related on this project.
- 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, sewer treatment plants design/upgrades require unique skills and experience and are not upgraded often enough to have constant staff at hand. Adopting sewer treatment design/construction professionals would be impractical.

**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 contractor will provide training for the stationary engineers and other Airport staff for the operation and maintenance of the new facilities. The training will be 40 hours and will be provided to the following classifications: 7372 Stationary Engineer, Sewage Plant (10 hours) 7373 Senior Stationary Engineer, Sewage Plant (10 hours) 7252 Chief Stationary Engineer, Sewage Plant (10 hours) 5130 Sewage Treatment Plant Superintendent (10 hours)
- 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, Plant Construction Company LP

**7. Union Notification: On 05/02/24, the Department notified the following employee organizations of this PSC/RFP request: 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: P.O. Box 8097, San Francisco, CA 94128

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 41064 - 20/21

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 06/03/2024

# **Receipt of Union Notification(s)**

**From:** [dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org) on behalf of [cynthia.avakian@flysfso.com](mailto:cynthia.avakian@flysfso.com)  
**To:** [Cynthia Avakian \(AIR\)](#); [sportillo@ifpte21.org](mailto:sportillo@ifpte21.org); [agarza@ifpte21.org](mailto:agarza@ifpte21.org); [amakayan@ifpte21.org](mailto:amakayan@ifpte21.org); [jnuti@ifpte21.org](mailto:jnuti@ifpte21.org); [kdavis@ifpte21.org](mailto:kdavis@ifpte21.org); [jharding@ifpte21.org](mailto:jharding@ifpte21.org); [mweirick@ifpte21.org](mailto:mweirick@ifpte21.org); [dho@ifpte21.org](mailto:dho@ifpte21.org); [ewallace@ifpte21.org](mailto:ewallace@ifpte21.org); [ecassidy@ifpte21.com](mailto:ecassidy@ifpte21.com); [WendyWong26@yahoo.com](mailto:WendyWong26@yahoo.com); [wendywong26@yahoo.com](mailto:wendywong26@yahoo.com); [tmathews@ifpte21.org](mailto:tmathews@ifpte21.org); [Kristen Schumacher](#); [kpage@ifpte21.org](mailto:kpage@ifpte21.org); [eerbach@ifpte21.org](mailto:eerbach@ifpte21.org); [l21pscreview@ifpte21.org](mailto:l21pscreview@ifpte21.org); [DHR-PSCCoordinator, DHR \(HRD\)](#)  
**Subject:** Receipt of Modification Request to PSC # 41064 - 20/21 - MODIFICATIONS  
**Date:** Thursday, May 2, 2024 4:43:54 PM

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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 \$0 for services for the period December 31, 2024 – December 31, 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/20246>

Email sent to the following addresses: [L21PSCReview@ifpte21.org](mailto:L21PSCReview@ifpte21.org)  
[eerbach@ifpte21.org](mailto:eerbach@ifpte21.org) [kpage@ifpte21.org](mailto:kpage@ifpte21.org) [kschumacher@ifpte21.org](mailto:kschumacher@ifpte21.org)  
[tmathews@ifpte21.org](mailto:tmathews@ifpte21.org) [wendywong26@yahoo.com](mailto:wendywong26@yahoo.com) [WendyWong26@yahoo.com](mailto:WendyWong26@yahoo.com)  
[ecassidy@ifpte21.com](mailto:ecassidy@ifpte21.com) [ewallace@ifpte21.org](mailto:ewallace@ifpte21.org) [dho@ifpte21.org](mailto:dho@ifpte21.org)  
[mweirick@ifpte21.org](mailto:mweirick@ifpte21.org)  
[jharding@ifpte21.org](mailto:jharding@ifpte21.org) [kdavis@ifpte21.org](mailto:kdavis@ifpte21.org) [jnuti@ifpte21.org](mailto:jnuti@ifpte21.org)  
[amakayan@ifpte21.org](mailto:amakayan@ifpte21.org)  
[agarza@ifpte21.org](mailto:agarza@ifpte21.org) [sportillo@ifpte21.org](mailto:sportillo@ifpte21.org)



## **Additional Attachment(s)**

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION

Dept. Code: AIR

Type of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 41064 - 20/21)

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

Type of Service: Process and Building Design for a Sewer Treatment Plant

Funding Source: Airport Capital Fund

PSC Original Approved Amount: \$36,000,000 PSC Original Approved Duration: 03/01/21 - 12/31/23 (2 years 43 weeks)

PSC Mod#1 Amount: no amount added PSC Mod#1 Duration: 12/31/23-12/31/24 (1 year 1 day)

PSC Cumulative Amount Proposed: \$36,000,000 PSC Cumulative Duration Proposed: 3 years 43 weeks

**1. Description of Work**

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

San Francisco International Airport (Airport) plans to implement upgrades to the existing Sewer Treatment Plant with components that are considered immediate needs to the plant's processes. A contracted design-build team, with knowledge and experience in sanitary waste treatment processing will design and procure the bid trade packages for the direct construction work when the design is complete. The Sewer Treatment Plant Improvements Project includes four distinct scopes: 1) replacement of existing headworks for primary screening; 2) replacement of existing electrical load center and motor control equipment; 3) replacement of the dewatering systems; and 4) in-kind replacement of existing process equipment. The design portion of the contracted work will be 6.5% percent of the total PSC amount.

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

These services are necessary to maintain the Airport's permit with the National Pollutant Discharge Elimination System (NPDES) in good standing. The Airport has committed to the Regional Water Quality Control Board to implement upgrades to its Sewer Treatment Plant's initial downstream screening and dewatering processes by Summer of 2023. The consequence to not implementing these upgrades is two-fold. First, any failure of these systems would put the Airport in a position of not being able to process sanitary waste from the Airport terminal complex which would severely limit terminal operations (limited or no water usage). The Airport would also be susceptible to sanitary sewer overflows and/or potential waste discharges to San Francisco Bay which would endanger public health and the environment. This scenario would be subject to severe fines and penalties. Secondly, the Airport risks losing its NPDES permit due to inaction.

**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 41064-20/21

**D. Will the contract(s) be renewed?**

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

**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.

Explain the qualifying circumstances:

This is a capital project, hiring experienced sanitary waste design/construction professionals permanently would be impractical as these upgrades are not frequently done.

**B. Reason for the request for modification:**

Need to extend for time to complete construction and close out.

**3. Description of Required Skills/Expertise**

- A. Specify required skills and/or expertise: Expertise is needed in Engineering and construction with specialized experience in design and construction of sewer waste treatment facilities. Project design and construction skills with direct and current sewer waste treatment plant processes, and sanitary sewer system experience is required. Specific expertise in current processing technology, specialized treatment operating systems, structural systems, and special systems is required.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5201, Junior Engineer; 5207, Assoc Engineer; 5211, Eng/Arch/Landscape Arch Sr; 5241, Engineer;
- 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.  
Staff in classes 5201, 5207, 6318, and 6319 will be working on this project and will be utilized fully on the construction management team. Staff in classes 5207, 6318, and 6319 will also oversee the contracted work, but do not have the required expertise and specialized skills to perform all of the work related on this project.
- 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, sewer treatment plants design/upgrades require unique skills and experience and are not upgraded often enough to have constant staff at hand. Adopting sewer treatment design/construction professionals would be impractical.

**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 contractor will provide training for the stationary engineers and other Airport staff for the operation and maintenance of the new facilities. The training will be 40 hours and will be provided to the following classifications: 7372 Stationary Engineer, Sewage Plant (10 hours) 7373 Senior Stationary Engineer, Sewage Plant (10 hours) 7252 Chief Stationary Engineer, Sewage Plant (10 hours) 5130 Sewage Treatment Plant Superintendent (10 hours)
- 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, Plant Construction Company LP

**7. Union Notification: On 04/28/23, the Department notified the following employee organizations of this PSC/RFP request: 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@flysfo.com

Address: P.O. Box 8097, San Francisco, CA 94128

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 41064 - 20/21

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 05/05/2023

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: Process and Building Design for a Sewer Treatment Plant

Funding Source: Airport Capital Fund

PSC Amount: \$36,000,000

PSC Est. Start Date: 03/01/2021

PSC Est. End Date 12/31/2023

**1. Description of Work**

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

San Francisco International Airport (Airport) plans to implement upgrades to the existing Sewer Treatment Plant with components that are considered immediate needs to the plant's processes. A contracted design-build team, with knowledge and experience in sanitary waste treatment processing will design and procure the bid trade packages for the direct construction work when the design is complete. The Sewer Treatment Plant Improvements Project includes four distinct scopes: 1) replacement of existing headworks for primary screening; 2) replacement of existing electrical load center and motor control equipment; 3) replacement of the dewatering systems; and 4) in-kind replacement of existing process equipment. The design portion of the contracted work will be 6.5% percent of the total PSC amount.

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

These services are necessary to maintain the Airport's permit with the National Pollutant Discharge Elimination System (NPDES) in good standing. The Airport has committed to the Regional Water Quality Control Board to implement upgrades to its Sewer Treatment Plant's initial downstream screening and dewatering processes by Summer of 2023. The consequence to not implementing these upgrades is two-fold. First, any failure of these systems would put the Airport in a position of not being able to process sanitary waste from the Airport terminal complex which would severely limit terminal operations (limited or no water usage). The Airport would also be susceptible to sanitary sewer overflows and/or potential waste discharges to San Francisco Bay which would endanger public health and the environment. This scenario would be subject to severe fines and penalties. Secondly, the Airport risks losing its NPDES permit due to inaction.

**C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.**

Yes, a similar service was provided under PSC 4087-12/13 for Process and Building for an Industrial Waste Treatment Plant

**D. Will the contract(s) be renewed?**

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

**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.

**B. Explain the qualifying circumstances:**

This is a capital project, hiring experienced sanitary waste design/construction professionals permanently would be impractical as these upgrades are not frequently done.

**3. Description of Required Skills/Expertise**

- A. Specify required skills and/or expertise: Expertise is needed in Engineering and construction with specialized experience in design and construction of sewer waste treatment facilities. Project design and construction skills with direct and current sewer waste treatment plant processes, and sanitary sewer system experience is required. Specific expertise in current processing technology, specialized treatment operating systems, structural systems, and special systems is required.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5201, Junior Engineer; 5207, Assoc Engineer; 5211, Eng/Arch/Landscape Arch Sr; 5241, Engineer;
- 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 sent a Notice of Intent to all city departments (DPW, SFPUC, PORT, MTA), dated July 14, 2020. The Airport received one response from the Department of Public Works on July 24, 2020 stating that they were not interested in the work.

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

- A. Explain why civil service classes are not applicable.  
Staff in classes 5201, 5207, 6318, and 6319 will be working on this project and will be utilized fully on the construction management team. Staff in classes 5207, 6318, and 6319 will also oversee the contracted work, but do not have the required expertise and specialized skills to perform all of the work related on this project.
- 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, sewer treatment plants design/upgrades require unique skills and experience and are not upgraded often enough to have constant staff at hand. Adopting sewer treatment design/construction professionals would be impractical.

**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. Yes, the contractor will provide training for the stationary engineers and other Airport staff for the operation and maintenance of the new facilities. The training will be 40 hours and will be provided to the following classifications: 7372 Stationary Engineer, Sewage Plant (10 hours) 7373 Senior Stationary Engineer, Sewage Plant (10 hours) 7252 Chief Stationary Engineer, Sewage Plant (10 hours) 5130 Sewage Treatment Plant Superintendent (10 hours)
- 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 12/21/2020, the Department notified the following employee organizations of this PSC/RFP request:  
Architect & Engineers, 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:

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 41064 - 20/21

DHR Analysis/Recommendation:

action date: 03/01/2021

Commission Approval Required

Approved by Civil Service Commission

03/01/2021 DHR Approved for 03/01/2021