

How to Use this Personal Service Contracts (PSC) Reporting Dashboard

As of July 1, 2024, the City and County of San Francisco is using a new reporting system for Personal Service Contracts (PSCs). A list of all PSC requests that have been submitted for review and approval may be accessed via the [2024 Personal Service Contract Requests dashboard](#) on the Personal Service Contract Requests page of SF.gov. This document serves as guidance to the general public about how to view and receive information about PSC requests using an interactive dashboard.

- The dashboard is interactive and enables you to filter by the following data: Record ID, Approval Type, PSC Type, Union Notice Sent, Union Notice Expire Date, Department, Labor Union, Estimated Total Amount.
- Key features of the dashboard are highlighted below.

The dashboard interface includes the following elements:

- Filters:** Record ID (All), Approval Type (All), Estimated Total Amount (sliders for \$198,000 to \$231,000), Union (All), PSC Type (All), Union Notice Sent (All), Union Notice Expire Date (All), Department (All), and a RESET VIEW button.
- Table:** A table with 12 columns: Record ID, Labor Union, Approval Type, Department Requesting, Summary of Work, PSC Type, Requested Amount, Estimated Total Amount, Estimated Duration, Estimated Total Duration, Union Notice Sent, and Union Notice Expire Date. Two rows of data are visible.
- Full Scope of Work:** A detailed view for the first record (DHRPSC0001012 v 0.01) showing a list of tasks: Visual Inspection, Function Testing, Cleaning, Tightening Connections, Insulation testing, Lubrication, and Documentation and Record Keeping.
- Zoom:** A zoom slider at the bottom right set to 76%.

Numbered callouts indicate key features:

1. Click the Record ID to view the full scope of work.
2. Filter by Estimated Total Amount using the sliders.
3. Filter by Department using the drop-down menu.
4. Filter by Labor Union name using the drop-down menu.
5. Reset any applied filters by clicking the RESET VIEW button.
6. Click the box and arrow icon to enlarge the size of the dashboard. The dashboard will open in a new window.
7. Click the box and arrow icon to enlarge the size of the dashboard. The dashboard will open in a new window.

[1-2] Click the Record ID to view the full scope of work.

[3] Filter by Estimated Total Amount using the sliders

[4] Filter by Department using the drop-down menu.

[5] Filter by Labor Union name using the drop-down menu.

[6] Reset any applied filters by clicking the RESET VIEW button.

[7] Click the box and arrow icon to enlarge the size of the dashboard. The dashboard will open in a new window.