

**From:** [The Civil Service Commission](#)  
**To:** [De Asis, Edward \(BOS\)](#)  
**Subject:** BOS [DHRPSC0001739] was approved by CSC on 2025-04-21  
**Date:** Tuesday, April 22, 2025 12:20:53 PM  
**Attachments:** [image](#)  
[image](#)

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CIVIL SERVICE COMMISSION  
CITY AND COUNTY OF SAN FRANCISCO

### **NOTICE OF CIVIL SERVICE COMMISSION ACTION**

Hello Edward de Asis,

At its meeting on **2025-04-21 14:00:00 PDT**, the Civil Service Commission had for its consideration the BOS PSC [DHRPSC0001739].

The Civil Service Commission, APPROVED PSC [DHRPSC0001739] on 2025-04-21.

**CSC Approval Type:** Approval Granted

**Relevant Comments:**

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.

***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**

**Sandra Eng | Executive Officer**

#### **PSC Summary**

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**Record Number:** DHRPSC0001739 v 3.0

**Description of Proposed Work:** New Legislative Management System

**Request Type:** Amendment

**Reason for the Request for Amendment:** Increase amount of the PSC.

**Approval Type:** CSC Approval

**CSC Review Reason(s):**

✔ CSC Approval by Amount

**Submitting Department:** BOS

**Dept PSC Coordinator:** Edward de Asis

**Dept PSC Coordinator Email:** [edward.deasis@sfgov.org](mailto:edward.deasis@sfgov.org)

**Dept PSC Coordinator Phone:** +1 (415) 554-7663

**DHR Admin/Reviewer:** Suzanne Choi

**CSC Admin/Reviewer:** Elizabeth Aldana

**First Contract Start Date:** 2024-05-22  
**Previously Approved Amount:** \$1,490,000.00  
**Increase Amount:** \$2,000,000.00  
**Total Amended Amount:** \$3,490,000.00  
**Previously Approved Duration (Months):** 60  
**Duration Increase (Months):** 0  
**Total Amended Duration (Months):** 60  
**Funding Source(s):** City Funds

**Scope of Work:** Original coordinator's email: edward.deasis@sfgov.org. The Office of the Clerk of the Board (COB) seeks a vendor to enhance or replace the current aging and costly LMS with a state-of-the-art solution to effectively address mandated requirements, streamline legislative workflow, and meet stakeholder expectations. The COB will adopt a legislative system that will streamline the process of 1) drafting, submitting, and accessing status of legislation, 2) developing and managing public meeting agendas and minutes, 3) ensuring the integrity and retention of legislative records, 4) providing a legislative drafting tool for city departments, and 5) providing a public portal accessible to the public for tracking legislation. The LMS would not only support the core business of the Board of Supervisors, but all City Departments and agencies that submit and recommend legislation and/or amendments. The technology solution will be developed, implemented, and supported through a software development and support agreement with the Contractor and internal COB IT staff.

**Job Class(es):** 1044 - IS Engineer-Principal, 1033 - IS Trainer-Senior, 1053 - IS Business Analyst-Senior, 1054 - IS Business Analyst-Principal, 1063 - IS Programmer Analyst-Senior, 1064 - IS Prg Analyst-Principal

**PSC Justification(s)**

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✔ Services requiring specialized expertise, knowledge experience

[Take me to the PSC Record](#)

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