

Report Title: PSC Management Details
Run Date and Time: 2026-03-20 09:25:08 Pacific Daylight Time
Run by: Elizabeth Leone
Table name: u_oca_psc_management

PSC Management

Number:	DHRPSC0005867	Version:	1.0
Legacy PSC #:		Initial Approval FY:	2025 - 2026
Requester:	Rocio Duenas	Request Type:	New
Submitting Department:	HSA	Request Status:	Completed
Dept PSC Coordinator:	Tara Alvarez	Withdrawn By:	
Dept Project Manager:	Cathy Huang	Withdrawn On:	
		Awaiting Info From:	
		Awaiting Info Reason:	
		PSC Formal Approval Date:	2025-11-03
		Opened:	2025-10-29 16:00:58
		Opened by:	Leslie Lau
		CSC Review Required:	true
		Watch list:	
		Cancelled On:	

Brief description of proposed work:

Provide gift cards to San Francisco CalFresh households to help purchase food during the federal government shutdown, jointly funded through philanthropic and City contributions.

Reason for the Request for Amendment:

Withdraw Reason:

Reason for Cancellation:

Retire Reason/Comments:

Has this record ever gone through CSC Approval?:

Conditional Approval Edit Invoked By:

Amount

PSC Approved Amount:	\$9,100,000.00	Does contract include items other than services?:	Yes
Previously Approved Amount:	\$0.00	1 - Commodities & Equipment:	true
Increase Amount:	\$0.00	Estimated NTE Amount (1):	\$9,100,000.00
Why are you requesting the PSC amount to be increased?:		2 - On-premise Software Licenses:	false
Total Amended Amount:	\$0.00	Estimated NTE Amount (2):	\$0.00
Current Cumulative Approved Amount (Digitized Only):	\$0.00	3 - On-Premise Software Support (w/out Prof Services):	false
Last Cumulative CSC Approved Amount (Digitized Only):	\$0.00	Estimated NTE Amount (3):	\$0.00
Last CSC Approved Amount:	\$0.00	4 - Cloud-Based Software Licenses and Support (w/out Prof Services):	false

Total Non-CSC Approved Amount :	\$0.00	Estimated NTE Amount (4):	\$0.00
Amt Increase % (From last CSC approval):		5 - Online content, periodicals and journals:	false
		Estimated NTE Amount (5):	\$0.00
		6 - Advertising:	false
		Estimated NTE Amount (6):	\$0.00
		7 - Construction:	false
		Estimated NTE Amount (7):	\$0.00

Calculated Amounts Explanation:

Duration

Is PSC by Duration or Continuing? :	Duration	Last CSC Approved Duration (Months):	
PSC Duration (Months):	2	Total Non-CSC Approved Duration (Months):	
Previously Approved Duration (Months):		First Contract Start Date:	
Duration Increase (Months):		First Contract Not Yet Issued:	false
Why are you requesting the PSC duration to be increased?:		First Contract Start Date Exception (Override by OCA/DHR):	false
Total Amended Duration (Months):		PSC Duration End Date:	
Current Cumulative Approved Duration in Months (Digitized Only):		Initial PSC Formal Approval Date:	
First PSC Approval Date (CSC or DHR - Digitized Only):		Initial PSC use by date (18 month expiration):	2027-05-05
Last Cumulative CSC Approved Duration in Months (Digitized Only):			
Last PSC Approval Date (CSC or DHR - Digitized Only):			

Continuing Justification:

Calculated Durations Explanation:

Funding

Funding Source (select all that apply):	City Funds, Private Grant	Special circumstances related to funding that the Commission should consider? :	Yes
		Explain the special circumstances:	This is an emergency contract to provide gift cards to San Francisco CalFresh households to help purchase food during the federal government shutdown, jointly funded through philanthropic and City contributions.

Scope of Work

Are you making substantive changes to the scope of work last approved?:

Clearly describe scope and detail the services to be performed:

Contractor shall provide the following services during the term of this contract:

- Receive and manage contracted funds from Crankstart and the City (via SFHSA)
- Have a gift card policy that ensures separation of duties as well as secure and safe holding to prevent theft or loss
- Complete GiveCard's Know Your Customer (KYC) onboarding form (approximately 15 minutes) to verify organizational identity for compliance purposes.
- Authorize GiveCard to open a dedicated custodial bank account at Sutton Bank "on behalf of SFMFB" to hold and distribute funds. This means that while the account belongs to SFMFB as do the funds within the account, GiveCard is authorized to be an agent of the account, allowing GiveCard to transfer funds out of the account (when GiveCard transfers funds onto the cards of recipients).
- Partner with GiveCard to issue prepaid gift cards to individuals identified by the City.
- Coordinate with the City on timelines and public communication alignment.
- Include the program in financial statements and audit as restricted income and program pass-through expense (pending auditor confirmation).
- Review periodic transaction and reconciliation reports from GiveCard.
- Support reporting to Crankstart.

Has your response to any of the following questions changed?:

Why are these services required and what are the consequences of denial?:

The USDA Food and Nutrition Service has indicated that SNAP (CalFresh in California) benefits will not be issued on November 1. In San Francisco, these benefits provide food support for 112,000 low-income people living in 82,000 households. In a normal month, eligible San Franciscans receive ~\$20 million in food support from this program. This stoppage will be devastating for these individuals and families who are living in poverty and rely on these benefits to meet daily nutritional needs; many will be forced to choose between putting food on the table and paying rent or meeting other essential needs. Without these benefits, food insecurity in San Francisco will rise quickly and steeply. This short-term stopgap program is being put in place to avoid the worst impacts of this loss of federal safety net benefits.

Has your department contracted out these services in the last three years?: No

How many contracts?:

Why have you not hired City employees to perform the services?:

Board and Commission Approvals

Has your response to any of the following questions changed?:

Will any contracts under this PSC require Board of Supervisors approval?: No

Will any contracts under this PSC require department Commission approval?:

Provide details related to contracts for which BOS approval will be required?:

Provide details related to contracts for which dept comm approval req'd:

Justification

Has your response to Q1 changed?:

Q1 - Any regulatory or legal requirements supporting outsourcing of this work?: No

Clearly describe & cite the regulatory/legal requirements to support outsourcing:

Has your response to any of the following questions changed?:

Q2 - Does performing these services cause a conflict of interest?: No

Clearly describe the circumstances and the conflict of interest:

Q3 - Are these proprietary services City is not authorized to do?:	No
Q4 - Does City lack necessary facilities/equipment?:	No
What facilities or equipment does the City lack that contractor possesses?:	
Does the dept plan to acquire the facilities/equipment to perform the services?:	
Provide plan and timeline to secure what is required to perform the services:	
Explain why:	
Q5 - Are the services required on a temporary basis or on a long-term basis?:	Temporary Basis
Explain the Temporary basis of the services:	Immediately needed services to respond to a declared emergency
What department(s) have declared this emergency?:	HSA
Why do you believe this to be a transitional or short-term situation?:	
How will you ensure the services aren't needed once this PSC request has ended?:	
How many days do you anticipate this situation to last?:	60

Describe the required skills and expertise needed to perform the services:

This agreement supports the process of securing disbursement of stopgap benefits for CalFresh eligible households that will not receive benefits due to the Federal shutdown. The regular system for disbursing benefits is not available to us because of the shutdown. The City and the Crankstart Foundation have partnered to fund ~\$18 million of benefits in November. Through this agreement with the contractor, we are gaining access to a system to facilitate the distribution of these benefits. The platform and technology infrastructure is ready and capable of near immediately disbursing millions of dollars to eligible recipients with a proven track record delivering rapid response emergency aid (including the recent Texas floods and LA wildfires). The City has no existing mechanism to distribute funds with comparable speed or relative accessibility for our clients outside of the State/Federal platforms which are unavailable for this purpose due to the shutdown. The dollars in the agreement are supporting the benefits themselves. This short-term stopgap program has been developed to handle a one-month surge in need. Work that can be done by City staff (e.g., generation and mailing of 82,000 letters to CalFresh eligible households) is being done by City staff. In addition, the contractor is a widely known and trusted nonprofit community food support partner - with credibility in San Francisco's immigrant communities, many whom are fearful of government at this time. Having them as our partner builds credibility and legitimacy.

Does the Department have employees with the required skills and expertise?:

No

Explain why the employees are not able to perform these services:

Will the services terminate upon resolution of the situation?:

Yes

Explain why:

Are the services required on an as-needed, intermittent, or periodic basis?:

Why are the services required on an as-needed, intermittent and periodic basis?:

Do the services require specialized expertise, knowledge, and/or experience?:

Describe the specialized skills and expertise required to perform the services:

Does City have classifications that can perform these services?:

Identify the classifications:

Does the Department have employees in these classifications?:

Why are they not able to perform the services?:

Will you be hiring employees in these classifications?:

Describe your hiring plan and timeline:

Explain why you are not hiring in these classifications:

Should City develop a classification to perform these services?:

What steps have been taken to establish a new classification?:

Explain why new a job classification is not feasible:

Will contractor directly supervise City employees?:

Explain why the contractor must supervise City employees:

Will contractor train City employees?:

Clearly describe and detail the training activities:

Explain why training of City employees is not required:

Is there a plan to transition this work back to the City?:

Describe the transition plan, including the anticipated timeline:

Explain why the work will not be transitioned back to the City:

Additional information to support your request (Optional):

Summary of changes made on PSC Justification tab:

Union Notifications

Have the Job Classes/Labor Unions changed?:		Union Notification Sent:	true
Job Class(es):	1630 - Account Clerk, 1632 - Senior Account Clerk	Union Review Sent On:	2025-10-30
Labor Unions:	790 - SEIU, Local 1021, Misc	Union Review End Date:	2025-11-09
Labor Union Email Addresses:	PSCreview@seiu1021.org	Union Review Duration Met:	true
Union Review Required:	true	Union Review Duration Met On:	2025-11-09
Union Notification Duration in Days:	10		

Mandatory Documents

PSC Summary (Form 1) – Post Union Notification:	Personal Service Contract Summary (PSC Form 1) (2).pdf	CSC Bundle:	Personal Service Contract Summary (PSC Form 1) (2).pdf
All Prior Approved PSC Summaries (Form 1) for this PSC record, newest on top:			
List of contracts for the same or similar services in the last three years:			
Proprietary Services Letter:			
Union Waiver and Correspondence:	DHRPSC0005867 Union Waiver.pdf		
Additional documents (Optional):			
PSC Summary (Form 1) – Pre Union Notification:	Personal Service Contract Summary (PSC Form 1) (1).pdf		

Dept PSC Coordinator

Hold for Union Discussions:	false	Dept PSC Coordinator Decision:	Review Completed/Send to DHR
Union Discussions Reason:		Dept PSC Coordinator Decision Date:	2025-10-30
Placed on Hold Date for Union Discussions :		Dept PSC Coordinator Comments:	
Union notification waived:	true		

Union Notification Waived Reason:

Background: Due to the ongoing federal government shutdown, funding for the SNAP is set to lapse on November 1, 2025. This will cause 112,000 San Franciscans living in 82,000 households to lose access to food assistance. In response, San Francisco is working to put in place an emergency stopgap program to provide food assistance dollars to these residents. This would be in place October 30, 2025 – December 31, 2025.

Justification: This agreement supports the process of secure disbursement of stopgap benefits for CalFresh-eligible households that will not receive benefits due to the Federal shutdown. This includes generating and distributing TIFT cards to those who are affected by this shutdown. This short-term stopgap program has been developed to handle a one-month surge in need. The dollars in the agreement are supporting the benefits themselves, as work that can be done by City staff (e.g., generating and mailing 82,000 letters to CalFresh-eligible households, call center support, as-needed onsite distribution) is still being performed by City staff.

Union notification waived on:

2025-10-30

Union Identification and Notification Explanation:

Processing job classification b3b6c463dbe98a505d57c359139619df

Added labor union based on job class b3b6c463dbe98a505d57c359139619df: c7d94767dbfc42105d57c3591396198e

Processing job classification 7bb6c463dbe98a505d57c359139619df

Updated max duration to 10 days, based on union c7d94767dbfc42105d57c3591396198e

DHR Admin

DHR Reviewer:	Linda Rainaldi	DHR Reviewer Decision:	Review Completed
Fact-finder Review:	false	DHR Review Decision Date:	2025-10-31
Fact-finder Review Start:		DHR Reviewer Comments:	
Fact-finder Review End:			
CSC Review Requested by DHR:	false		

DHR Admin Reason for Requesting CSC Review:

CSC Admin

CSC Reviewer:	Lavena Holmes	CSC Reviewer Decision:	Approval Granted
PSC Ready to Calendar?:	Yes	Report Back Date:	
Hearing Date:	2025-11-03 14:00:00	Report Back Reason:	
CSC Hearing Location:	Room 400, 1 Dr. Carlton B. Goodlett Pl, San Francisco, CA 94102	CSC Reviewer Decision Date:	2025-11-05
CSC Hearing Completed?:	Yes	CSC Reviewer Comments:	

5 Year Report

5 Year Report Back Date:		5 Year Report Received:	
5 Year Report Addl Question(s):			

CSC Review Reason

Requires CSC Approval by Amount?:	true	Requires CSC Approval by Duration?:	false
Requires CSC Approval by Scope?:	false	Requires CSC Approval by legal requirement changes?:	false
Requested by DHR Admin:	false		

Activities

DT ADMIN CONFIG

CSC Review Required for Any Reason:	true	State:	Closed Complete
New/Initial Exceeds Approval Threshold:	true	PSC Core Workflow Run:	false
New/Initial Exceeds Union Notification Threshold:	true	Original SysID:	1515570b2bfc36506469ff10de91bfea
Awaiting Info:	false	Base Version:	DHRPSC0005867 v 1.0
Bulk Upload:	false	Latest:	true
In flight Record from Drupal:	false	Submitted On:	2025-10-30 14:28:59
Amended from Digitized:	false	Completed On:	2025-11-05 10:02:03
Amended When First Contract Not Yet Issued :	false	Retired On:	
Amendment Total Amend Amount Exceeds Approval Threshold:	false	Ad hoc notification to Union sent on:	
Amendment Previously Approved Amount Exceeds Approval Threshold:	false	UNS (Pre/Post):	true
Amendment Total Non-CSC Approved Duration Exceeds Threshold:	false	Conditional Approval Edit Count:	
Amendment Total Increase Percent Exceeds Threshold:	false		
Amendment Exceeds Union Notification Threshold:	false		
Union Notification Designation:	I3-CSC		

Calculated Workflow Values Explanation:

**** PSC AMOUNT EXCEEDS INITIAL APPROVAL THRESHOLD ****

PSC Amount: \$9100000.00
 CSC Initial Approval Amount Threshold: \$200000.00
 Exceeds Threshold: true
 **** END THRESHOLD CHECK ****

**** PSC AMOUNT EXCEEDS UNION NOTIFICATION THRESHOLD ****

PSC Amount: \$9100000.00
 Union Notification Threshold: \$100000.00
 Exceeds Threshold: true
 **** END THRESHOLD CHECK ****

Bulk Upload Import Summary:

Job Class(es) - String:

1632 - Senior Account Clerk, 1630 - Account Clerk

Labor Unions - String:

790 - SEIU, Local 1021, Misc

Identify the classifications - String:

What department(s) have declared this emergency? - String:

HSA

Related List Title: Amendment History List

Table name: u_amendment_history

2 Amendment Histories

Number	Amended By	Amended Date	PSC Contract Number	Request Status	Version
AMD0008891	Elizabeth Aldana	2025-11-05	DHRPSC0005867 v 1.0	Completed	1.0
AMD0008874	Leslie Lau	2025-10-29	DHRPSC0005867 v 1.0	Completed	0.01

Related List Title: Metric List

Table name: metric_instance

Related List Title: History List

Table name: sys_history_line

230 History

Label	Old	New	Type	Update number	Update time	User name
PSC Core Workflow Run	false	true	Audit	2	2025-10-29 16:07:27	Leslie Lau
Union Review Required	false	true	Audit	2	2025-10-29 16:07:27	Leslie Lau
Union Identification and Notification Explanation		Processing job classification	Audit	2	2025-10-29 16:07:27	Leslie Lau

Label	Old	New	Type	Update number	Update time	User name
CSC Review Required for Any Reason	false	true	Audit	2	2025-10-29 16:07:27	Leslie Lau
Requires CSC Approval by Amount?	false	true	Audit	2	2025-10-29 16:07:27	Leslie Lau
CSC Review Required	false	true	Audit	2	2025-10-29 16:07:27	Leslie Lau
Union Notification Designation		I3-CSC	Audit	2	2025-10-29 16:07:27	Leslie Lau
Union Notification Duration in Days		0	Audit	2	2025-10-29 16:07:27	Leslie Lau
Approval	Not Yet Requested	Requested	Audit	4	2025-10-29 16:07:28	Leslie Lau
PSC Core Workflow Run	true	false	Audit	5	2025-10-29 16:18:20	Leslie Lau
Union notification waived on	2025-10-29		Audit	5	2025-10-29 16:18:20	Leslie Lau
What department(s) have declared this emergency?		HSA	Audit	5	2025-10-29 16:18:20	Leslie Lau
Placed on Hold Date for Union Discussions	2025-10-29		Audit	5	2025-10-29 16:18:20	Leslie Lau
What department(s) have declared this emergency? - String		HSA	Audit	6	2025-10-29 16:18:20	Leslie Lau
PSC Core Workflow Run	false	true	Audit	7	2025-10-29 16:18:20	Leslie Lau
PSC Core Workflow Run	true	false	Audit	8	2025-10-30 11:08:01	Leslie Lau
Request Status	Draft	Dept PSC Coordinator Review	Audit	16	2025-10-30 14:28:59	Leslie Lau
Requester	Leslie Lau	Rocio Duenas	Audit	16	2025-10-30 14:28:59	Leslie Lau

Label	Old	New	Type	Update number	Update time	User name
Why are these services required and what are the consequences of denial?		<p>The USDA Food and Nutrition Service has indicated that SNAP (CalFresh in California) benefits will not be issued on November 1. In San Francisco, these benefits provide food support for 112,000 low-income people living in 82,000 households. In a normal month, eligible San Franciscans receive ~\$20 million in food support from this program. This stoppage will be devastating for these individuals and families who are living in poverty and rely on these benefits to meet daily nutritional needs; many will be forced to choose between putting food on the table and paying rent or meeting other essential needs. Without these benefits, food insecurity in San Francisco will rise quickly and steeply. This short-term stopgap program is being put in place to avoid the worst impacts of this loss of federal safety net benefits.</p>	Audit	8	2025-10-30 11:08:01	Leslie Lau

Label	Old	New	Type	Update number	Update time	User name
Describe the required skills and expertise needed to perform the services		<p>This agreement supports the process of securing disbursement of stopgap benefits for CalFresh eligible households that will not receive benefits due to the Federal shutdown. The regular system for disbursing benefits is not available to us because of the shutdown. The City and the Crankstart Foundation have partnered to fund ~\$18 million of benefits in November. Through this agreement with the contractor, we are gaining access to a system to facilitate the distribution of these benefits. The platform and technology infrastructure is ready and capable of near immediately disbursing millions of dollars to eligible recipients with a proven track record delivering rapid response emergency aid (including the recent Texas floods and LA wildfires). The City has no existing mechanism to distribute funds with comparable speed or relative accessibility for our clients outside of the State/Federal platforms which are unavailable for this purpose due to the shutdown. The</p>	Audit	8	2025-10-30 11:08:01	Leslie Lau

Label	Old	New	Type	Update number	Update time	User name
		dollars in the agreement are supporting the benefits themselves. This short-term stopgap program has been developed to handle a one-month surge in need. Work that can be done by City staff (e.g., generation and mailing of 82,000 letters to CalFresh eligible households) is being done by City staff. In addition, the contractor is a widely known and trusted nonprofit community food support partner - with credibly in San Francisco's immigrant communities, many whom are fearful of government at this time. Having them as our partner builds credibly and legitimacy.				
PSC Core Workflow Run	false	true	Audit	9	2025-10-30 11:08:02	Leslie Lau
Job Class(es)		1630 - Account Clerk, 1632 - Senior Account Clerk	Audit	10	2025-10-30 13:18:45	Tara Alvarez
PSC Core Workflow Run	true	false	Audit	10	2025-10-30 13:18:45	Tara Alvarez
Labor Unions		790 - SEIU, Local 1021, Misc	Audit	11	2025-10-30 13:18:45	Tara Alvarez
Union Notification Duration in Days	0	10	Audit	11	2025-10-30 13:18:45	Tara Alvarez
PSC Core Workflow Run	false	true	Audit	11	2025-10-30 13:18:45	Tara Alvarez

Label	Old	New	Type	Update number	Update time	User name
Union Identification and Notification Explanation	Processing job classification	Processing job classification b3b6c463dbe98a505d57c359139619df Added labor union based on job class b3b6c463dbe98a505d57c359139619df: c7d94767dbfc42105d57c3591396198e Processing job classification 7bb6c463dbe98a505d57c359139619df Updated max duration to 10 days, based on union c7d94767dbfc42105d57c3591396198e	Audit	11	2025-10-30 13:18:45	Tara Alvarez
Labor Unions - String		790 - SEIU, Local 1021, Misc	Audit	12	2025-10-30 13:18:45	Tara Alvarez
Job Class(es) - String		1632 - Senior Account Clerk, 1630 - Account Clerk	Audit	12	2025-10-30 13:18:45	Tara Alvarez
PSC Core Workflow Run	true	false	Audit	14	2025-10-30 13:43:54	Tara Alvarez
PSC Core Workflow Run	false	true	Audit	15	2025-10-30 13:43:55	Tara Alvarez

Label	Old	New	Type	Update number	Update time	User name
Union Identification and Notification Explanation	Processing job classification b3b6c463dbe98a505d57c359139619df Added labor union based on job class b3b6c463dbe98a505d57c359139619df: c7d94767dbfc42105d57c3591396198e Processing job classification 7bb6c463dbe98a505d57c359139619df Updated max duration to 10 days, based on union c7d94767dbfc42105d57c3591396198e		Audit	16	2025-10-30 14:28:59	Leslie Lau
Submitted On		2025-10-30 14:28:59	Audit	16	2025-10-30 14:28:59	Leslie Lau
Union Notification Duration in Days	10		Audit	16	2025-10-30 14:28:59	Leslie Lau
Submitted for Review	false	true	Audit	16	2025-10-30 14:28:59	Leslie Lau
PSC Core Workflow Run	true	false	Audit	17	2025-10-30 15:06:52	Tara Alvarez
Union Notification Duration in Days		10	Audit	18	2025-10-30 15:06:53	Tara Alvarez
PSC Core Workflow Run	false	true	Audit	18	2025-10-30 15:06:53	Tara Alvarez

Label	Old	New	Type	Update number	Update time	User name
Union Identification and Notification Explanation		Processing job classification b3b6c463dbe98a505d57c359139619df Added labor union based on job class b3b6c463dbe98a505d57c359139619df: c7d94767dbfc42105d57c3591396198e Processing job classification 7bb6c463dbe98a505d57c359139619df Updated max duration to 10 days, based on union c7d94767dbfc42105d57c3591396198e	Audit	18	2025-10-30 15:06:53	Tara Alvarez
State	Open	Work in Progress	Audit	18	2025-10-30 15:06:53	Tara Alvarez
PSC Summary (Form 1) – Pre Union Notification		Personal Service Contract Summary (PSC Form 1) (1).pdf	Audit	19	2025-10-30 15:07:15	Tara Alvarez
Union Notification Sent	false	true	Audit	20	2025-10-30 15:41:59	Tara Alvarez
Request Status	Dept PSC Coordinator Review	Union Review	Audit	20	2025-10-30 15:41:59	Tara Alvarez
Union Review End Date		2025-11-09	Audit	20	2025-10-30 15:41:59	Tara Alvarez
PSC Core Workflow Run	true	false	Audit	20	2025-10-30 15:41:59	Tara Alvarez
Union Review Sent On		2025-10-30	Audit	20	2025-10-30 15:41:59	Tara Alvarez
UNS (Pre/Post)	false	true	Audit	20	2025-10-30 15:41:59	Tara Alvarez
PSC Core Workflow Run	false	true	Audit	21	2025-10-30 15:41:59	Tara Alvarez
PSC Core Workflow Run	true	false	Audit	22	2025-10-30 16:34:22	Tara Alvarez
Union notification waived on		2025-10-30	Audit	22	2025-10-30 16:34:22	Tara Alvarez
Union notification waived	false	true	Audit	22	2025-10-30 16:34:22	Tara Alvarez

Label	Old	New	Type	Update number	Update time	User name
Union Notification Waived Reason		<p>Background: Due to the ongoing federal government shutdown, funding for the SNAP is set to lapse on November 1, 2025. This will cause 112,000 San Franciscans living in 82,000 households to lose access to food assistance. In response, San Francisco is working to put in place an emergency stopgap program to provide food assistance dollars to these residents. This would be in place October 30, 2025 – December 31, 2025.</p> <p>Justification: This agreement supports the process of secure disbursement of stopgap benefits for CalFresh-eligible households that will not receive benefits due to the Federal shutdown. This includes generating and distributing TIFT cards to those who are affected by this shutdown. This short-term stopgap program has been developed to handle a one-month surge in need. The dollars in the agreement are supporting the benefits themselves, as work that can be done by City staff (e.g., generating and mailing 82,000 letters to CalFresh-eligible households,</p>	Audit	22	2025-10-30 16:34:22	Tara Alvarez

Label	Old	New	Type	Update number	Update time	User name
		call center support, as-needed onsite distribution) is still being performed by City staff.				
Request Status	Union Review	Dept PSC Coordinator Approval	Audit	23	2025-10-30 16:34:22	Tara Alvarez
PSC Core Workflow Run	false	true	Audit	23	2025-10-30 16:34:22	Tara Alvarez
PSC Core Workflow Run	true	false	Audit	24	2025-10-30 16:36:33	Tara Alvarez
PSC Core Workflow Run	false	true	Audit	25	2025-10-30 16:36:34	Tara Alvarez
Union Waiver and Correspondence		DHRPSC0005867 Union Waiver.pdf	Audit	26	2025-10-30 16:36:38	Tara Alvarez
PSC Core Workflow Run	true	false	Audit	27	2025-10-30 20:04:23	Tara Alvarez
PSC Core Workflow Run	false	true	Audit	28	2025-10-30 20:04:24	Tara Alvarez
PSC Summary (Form 1) – Post Union Notification		Personal Service Contract Summary (PSC Form 1) (2).pdf	Audit	29	2025-10-30 20:04:29	Tara Alvarez
PSC Core Workflow Run	true	false	Audit	30	2025-10-30 20:05:03	Tara Alvarez
PSC Core Workflow Run	false	true	Audit	31	2025-10-30 20:05:03	Tara Alvarez
CSC Bundle		Personal Service Contract Summary (PSC Form 1) (2).pdf	Audit	32	2025-10-30 20:05:08	Tara Alvarez
PSC Core Workflow Run	true	false	Audit	33	2025-10-30 20:05:27	Tara Alvarez
PSC Core Workflow Run	false	true	Audit	34	2025-10-30 20:05:27	Tara Alvarez
Dept PSC Coordinator Decision		Review Completed/Send to DHR	Audit	35	2025-10-30 20:17:07	Tara Alvarez
PSC Core Workflow Run	true	false	Audit	35	2025-10-30 20:17:07	Tara Alvarez
Dept PSC Coordinator Decision Date		2025-10-30	Audit	35	2025-10-30 20:17:07	Tara Alvarez
PSC Core Workflow Run	false	true	Audit	36	2025-10-30 20:17:07	Tara Alvarez
Request Status	Dept PSC Coordinator Approval	DHR Review/Approval	Audit	36	2025-10-30 20:17:07	Tara Alvarez

Label	Old	New	Type	Update number	Update time	User name
DHR Review Decision Date		2025-10-31	Audit	37	2025-10-31 08:40:02	Linda Rainaldi
DHR Reviewer		Linda Rainaldi	Audit	37	2025-10-31 08:40:02	Linda Rainaldi
PSC Core Workflow Run	true	false	Audit	37	2025-10-31 08:40:02	Linda Rainaldi
DHR Reviewer Decision		Review Completed	Audit	37	2025-10-31 08:40:02	Linda Rainaldi
Request Status	DHR Review/Approval	CSC Review/Approval	Audit	38	2025-10-31 08:40:03	Linda Rainaldi
PSC Core Workflow Run	false	true	Audit	38	2025-10-31 08:40:03	Linda Rainaldi
CSC Review Required for Any Reason		false		0	2025-10-29 16:07:26	Leslie Lau
CSC Hearing Completed?		No	Audit	39	2025-10-31 09:52:23	Lavena Holmes
CSC Reviewer		Lavena Holmes	Audit	39	2025-10-31 09:52:23	Lavena Holmes
CSC Hearing Location		Room 400, 1 Dr. Carlton B. Goodlett Pl, San Francisco, CA 94102	Audit	39	2025-10-31 09:52:23	Lavena Holmes
PSC Core Workflow Run	true	false	Audit	39	2025-10-31 09:52:23	Lavena Holmes
PSC Ready to Calendar?		Yes	Audit	39	2025-10-31 09:52:23	Lavena Holmes
Hearing Date		2025-11-03 14:00:00	Audit	39	2025-10-31 09:52:23	Lavena Holmes
PSC Core Workflow Run	false	true	Audit	40	2025-10-31 09:52:23	Lavena Holmes
Initial PSC use by date (18 month expiration)		2027-05-05	Audit	41	2025-11-05 10:02:02	Elizabeth Aldana
PSC Formal Approval Date		2025-11-03	Audit	41	2025-11-05 10:02:02	Elizabeth Aldana
CSC Hearing Completed?	No	Yes	Audit	41	2025-11-05 10:02:02	Elizabeth Aldana
Initial Approval FY		2025 - 2026	Audit	41	2025-11-05 10:02:02	Elizabeth Aldana
CSC Reviewer Decision Date		2025-11-05	Audit	41	2025-11-05 10:02:02	Elizabeth Aldana
PSC Core Workflow Run	true	false	Audit	41	2025-11-05 10:02:02	Elizabeth Aldana
CSC Reviewer Decision		Approval Granted	Audit	41	2025-11-05 10:02:02	Elizabeth Aldana
Active	true	false	Audit	42	2025-11-05 10:02:03	Elizabeth Aldana
Closed by		Elizabeth Aldana	Audit	42	2025-11-05 10:02:03	Elizabeth Aldana
Request Status	CSC Review/Approval	Completed	Audit	42	2025-11-05 10:02:03	Elizabeth Aldana

Label	Old	New	Type	Update number	Update time	User name
Completed On		2025-11-05 10:02:03	Audit	42	2025-11-05 10:02:03	Elizabeth Aldana
Closed		2025-11-05 10:02:03	Audit	42	2025-11-05 10:02:03	Elizabeth Aldana
PSC Core Workflow Run	false	true	Audit	42	2025-11-05 10:02:03	Elizabeth Aldana
State	Work in Progress	Closed Complete	Audit	42	2025-11-05 10:02:03	Elizabeth Aldana
Union Review Duration Met	false	true	Audit	44	2025-11-09 14:42:31	Tara Alvarez
PSC Core Workflow Run	true	false	Audit	44	2025-11-09 14:42:31	Tara Alvarez
Union Review Duration Met On		2025-11-09	Audit	44	2025-11-09 14:42:31	Tara Alvarez
Approval history		Group approval for CCSF-PSC CSC Executives is requested.	Audit	3	2025-10-29 16:07:28	Leslie Lau
Approval history		Sandra Eng requested to approve task	Audit	4	2025-10-29 16:07:28	Leslie Lau
Amendment Previously Approved Amount Exceeds Approval Threshold		false		0	2025-10-29 16:07:26	Leslie Lau
Has your department contracted out these services in the last three years?		No		0	2025-10-29 16:07:26	Leslie Lau
State		Open		0	2025-10-29 16:07:26	Leslie Lau
Knowledge		false		0	2025-10-29 16:07:26	Leslie Lau
Will any contracts under this PSC require Board of Supervisors approval?		No		0	2025-10-29 16:07:26	Leslie Lau
Submitting Department		HSA		0	2025-10-29 16:07:26	Leslie Lau
Impact		3 - Low		0	2025-10-29 16:07:26	Leslie Lau
Hold for Union Discussions		false		0	2025-10-29 16:07:26	Leslie Lau
Active		true		0	2025-10-29 16:07:26	Leslie Lau
CSC Review Requested by DHR		false		0	2025-10-29 16:07:26	Leslie Lau

Label	Old	New	Type	Update number	Update time	User name
Explain the special circumstances		This is an emergency contract to provide gift cards to San Francisco CalFresh households to help purchase food during the federal government shutdown, jointly funded through philanthropic and City contributions.		0	2025-10-29 16:07:26	Leslie Lau
First Contract Start Date Exception (Override by OCA/DHR)		false		0	2025-10-29 16:07:26	Leslie Lau
CSC Review Required		false		0	2025-10-29 16:07:26	Leslie Lau
Dept PSC Coordinator		Tara Alvarez		0	2025-10-29 16:07:26	Leslie Lau
Is PSC by Duration or Continuing?		Duration		0	2025-10-29 16:07:26	Leslie Lau
Requested by DHR Admin		false		0	2025-10-29 16:07:26	Leslie Lau
In flight Record from Drupal		false		0	2025-10-29 16:07:26	Leslie Lau
5 - Online content, periodicals and journals		false		0	2025-10-29 16:07:26	Leslie Lau
Version		1.0		0	2025-10-29 16:07:26	Leslie Lau
New/Initial Exceeds Approval Threshold		true		0	2025-10-29 16:07:26	Leslie Lau
Placed on Hold Date for Union Discussions		2025-10-29		0	2025-10-29 16:07:26	Leslie Lau
6 - Advertising		false		0	2025-10-29 16:07:26	Leslie Lau
Total Non-CSC Approved Amount		\$0.00		0	2025-10-29 16:07:26	Leslie Lau
3 - On-Premise Software Support (w/out Prof Services)		false		0	2025-10-29 16:07:26	Leslie Lau
Q5 - Are the services required on a temporary basis or on a long-term basis?		Temporary Basis		0	2025-10-29 16:07:26	Leslie Lau
Escalation		Normal		0	2025-10-29 16:07:26	Leslie Lau

Label	Old	New	Type	Update number	Update time	User name
Q3 - Are these proprietary services City is not authorized to do?		No		0	2025-10-29 16:07:26	Leslie Lau
Q4 - Does City lack necessary facilities/equipment?		No		0	2025-10-29 16:07:26	Leslie Lau
Q1 - Any regulatory or legal requirements supporting outsourcing of this work?		No		0	2025-10-29 16:07:26	Leslie Lau
Q2 - Does performing these services cause a conflict of interest?		No		0	2025-10-29 16:07:26	Leslie Lau
Brief description of proposed work		Provide gift cards to San Francisco CalFresh households to help purchase food during the federal government shutdown, jointly funded through philanthropic and City contributions.		0	2025-10-29 16:07:26	Leslie Lau
Original SysID		1515570b2bfc36506469ff10de91bfea		0	2025-10-29 16:07:26	Leslie Lau
Request Status		Draft		0	2025-10-29 16:07:26	Leslie Lau
Made SLA		true		0	2025-10-29 16:07:26	Leslie Lau
Will any contracts under this PSC require department Commission approval?		No		0	2025-10-29 16:07:26	Leslie Lau
Estimated NTE Amount (1)		\$9,100,000.00		0	2025-10-29 16:07:26	Leslie Lau
Estimated NTE Amount (2)		\$0.00		0	2025-10-29 16:07:26	Leslie Lau
Estimated NTE Amount (3)		\$0.00		0	2025-10-29 16:07:26	Leslie Lau
Estimated NTE Amount (4)		\$0.00		0	2025-10-29 16:07:26	Leslie Lau
Online Content, Reports, Periodicals and Journals		false		0	2025-10-29 16:07:26	Leslie Lau
Estimated NTE Amount (5)		\$0.00		0	2025-10-29 16:07:26	Leslie Lau

Label	Old	New	Type	Update number	Update time	User name
Estimated NTE Amount (6)		\$0.00		0	2025-10-29 16:07:26	Leslie Lau
Estimated NTE Amount (7)		\$0.00		0	2025-10-29 16:07:26	Leslie Lau
Bulk Upload		false		0	2025-10-29 16:07:26	Leslie Lau
Will the services terminate upon resolution of the situation?		Yes		0	2025-10-29 16:07:26	Leslie Lau
Requires CSC Approval by legal requirement changes?		false		0	2025-10-29 16:07:26	Leslie Lau
Software as a Service (SaaS) and Cloud Software Applications		false		0	2025-10-29 16:07:26	Leslie Lau
Does contract include items other than services?		Yes		0	2025-10-29 16:07:26	Leslie Lau
Latest		true		0	2025-10-29 16:07:26	Leslie Lau
Awaiting Info		false		0	2025-10-29 16:07:26	Leslie Lau
Amended When First Contract Not Yet Issued		false		0	2025-10-29 16:07:26	Leslie Lau

Label	Old	New	Type	Update number	Update time	User name
Clearly describe scope and detail the services to be performed		<p>Contractor shall provide the following services during the term of this contract:</p> <ul style="list-style-type: none"> • Receive and manage contracted funds from Crankstart and the City (via SFHSA) • Have a gift card policy that ensures separation of duties as well as secure and safe holding to prevent theft or loss • Complete GiveCard's Know Your Customer (KYC) onboarding form (approximately 15 minutes) to verify organizational identity for compliance purposes. • Authorize GiveCard to open a dedicated custodial bank account at Sutton Bank "on behalf of SFMFB" to hold and distribute funds. This means that while the account belongs to SFMFB as do the funds within the account, GiveCard is authorized to be an agent of the account, allowing GiveCard to transfer funds out of the account (when GiveCard transfers funds onto the cards of recipients). • Partner with GiveCard to issue prepaid gift cards to individuals identified by the City. • Coordinate with the City on timelines and public 		0	2025-10-29 16:07:26	Leslie Lau

Label	Old	New	Type	Update number	Update time	User name
		communication alignment. <ul style="list-style-type: none"> • Include the program in financial statements and audit as restricted income and program pass-through expense (pending auditor confirmation). • Review periodic transaction and reconciliation reports from GiveCard. • Support reporting to Crankstart. 				
Last CSC Approved Amount		\$0.00		0	2025-10-29 16:07:26	Leslie Lau
Urgency		3 - Low		0	2025-10-29 16:07:26	Leslie Lau
Advertising		false		0	2025-10-29 16:07:26	Leslie Lau
New/Initial Exceeds Union Notification Threshold		true		0	2025-10-29 16:07:26	Leslie Lau
Professional and General Services		false		0	2025-10-29 16:07:26	Leslie Lau
Amendment Total Amend Amount Exceeds Approval Threshold		false		0	2025-10-29 16:07:26	Leslie Lau
Approval		Not Yet Requested		0	2025-10-29 16:07:26	Leslie Lau
4 - Cloud-Based Software Licenses and Support (w/out Prof Services)		false		0	2025-10-29 16:07:26	Leslie Lau

Label	Old	New	Type	Update number	Update time	User name
Calculated Workflow Values Explanation		**** PSC AMOUNT EXCEEDS INITIAL APPROVAL THRESHOLD **** PSC Amount: \$9100000.00 CSC Initial Approval Amount Threshold: \$200000.00 Exceeds Threshold: true **** END THRESHOLD CHECK **** **** PSC AMOUNT EXCEEDS UNION NOTIFICATION THRESHOLD **** PSC Amount: \$9100000.00 Union Notification Threshold: \$100000.00 Exceeds Threshold: true **** END THRESHOLD CHECK ****		0	2025-10-29 16:07:26	Leslie Lau
How many days do you anticipate this situation to last?		60		0	2025-10-29 16:07:26	Leslie Lau
Upon reject		Cancel all future Tasks		0	2025-10-29 16:07:26	Leslie Lau
Number		DHRPSC0005867		0	2025-10-29 16:07:26	Leslie Lau
Union Review Duration Met		false		0	2025-10-29 16:07:26	Leslie Lau
Increase Amount		\$0.00		0	2025-10-29 16:07:26	Leslie Lau
7 - Construction		false		0	2025-10-29 16:07:26	Leslie Lau
Dept Project Manager		Cathy Huang		0	2025-10-29 16:07:26	Leslie Lau
PSC Core Workflow Run		false		0	2025-10-29 16:07:26	Leslie Lau
Amendment Exceeds Union Notification Threshold		false		0	2025-10-29 16:07:26	Leslie Lau
Priority		4 - Low		0	2025-10-29 16:07:26	Leslie Lau
Equipment and Vehicle Lease		false		0	2025-10-29 16:07:26	Leslie Lau

Label	Old	New	Type	Update number	Update time	User name
1 - Commodities & Equipment		true		0	2025-10-29 16:07:26	Leslie Lau
Funding Source (select all that apply)		City Funds, Private Grant		0	2025-10-29 16:07:26	Leslie Lau
Fact-finder Review		false		0	2025-10-29 16:07:26	Leslie Lau
PSC Duration (Months)		2		0	2025-10-29 16:07:26	Leslie Lau
2 - On-premise Software Licenses		false		0	2025-10-29 16:07:26	Leslie Lau
Task type		PSC Management		0	2025-10-29 16:07:26	Leslie Lau
Union notification waived on		2025-10-29		0	2025-10-29 16:07:26	Leslie Lau
Labor Union Email Addresses		PSCreview@seiu1021.org		0	2025-10-29 16:07:26	Leslie Lau
Requires CSC Approval by Duration?		false		0	2025-10-29 16:07:26	Leslie Lau
Does the Department have employees with the required skills and expertise?		No		0	2025-10-29 16:07:26	Leslie Lau
Reassignment count		0		0	2025-10-29 16:07:26	Leslie Lau
UNS (Pre/Post)		false		0	2025-10-29 16:07:26	Leslie Lau
Requires CSC Approval by Amount?		false		0	2025-10-29 16:07:26	Leslie Lau
Contract Number		DHRPSC0005867 v 1.0		0	2025-10-29 16:07:26	Leslie Lau
Requires CSC Approval by Scope?		false		0	2025-10-29 16:07:26	Leslie Lau
Previously Approved Amount		\$0.00		0	2025-10-29 16:07:26	Leslie Lau
Upon approval		Proceed to Next Task		0	2025-10-29 16:07:26	Leslie Lau
Amendment Total Increase Percent Exceeds Threshold		false		0	2025-10-29 16:07:26	Leslie Lau
Union Review Required		false		0	2025-10-29 16:07:26	Leslie Lau
Amended from Digitized		false		0	2025-10-29 16:07:26	Leslie Lau
Request Type		New		0	2025-10-29 16:07:26	Leslie Lau
Effective number		DHRPSC0005867		0	2025-10-29 16:07:26	Leslie Lau
Opened by		Leslie Lau		0	2025-10-29 16:07:26	Leslie Lau
Domain		global		0	2025-10-29 16:07:26	Leslie Lau

Label	Old	New	Type	Update number	Update time	User name
Last Cumulative CSC Approved Amount (Digitized Only)		\$0.00		0	2025-10-29 16:07:26	Leslie Lau
Vehicles and Trailers		false		0	2025-10-29 16:07:26	Leslie Lau
Union Notification Sent		false		0	2025-10-29 16:07:26	Leslie Lau
Opened		2025-10-29 16:00:58		0	2025-10-29 16:07:26	Leslie Lau
Base Version		DHRPSC0005867 v 1.0		0	2025-10-29 16:07:26	Leslie Lau
Union notification waived		false		0	2025-10-29 16:07:26	Leslie Lau
Requester		Leslie Lau		0	2025-10-29 16:07:26	Leslie Lau
Explain the Temporary basis of the services		Immediately needed services to respond to a declared emergency		0	2025-10-29 16:07:26	Leslie Lau
Amendment Total Non-CSC Approved Duration Exceeds Threshold		false		0	2025-10-29 16:07:26	Leslie Lau
Contact type		Phone		0	2025-10-29 16:07:26	Leslie Lau
PSC Amount Decimal Unformatted		9,100,000		0	2025-10-29 16:07:26	Leslie Lau
On Premise Software and Support		false		0	2025-10-29 16:07:26	Leslie Lau
Special circumstances related to funding that the Commission should consider?		Yes		0	2025-10-29 16:07:26	Leslie Lau
First Contract Not Yet Issued		false		0	2025-10-29 16:07:26	Leslie Lau
Submitted for Review		false		0	2025-10-29 16:07:26	Leslie Lau
PSC Approved Amount		\$9,100,000.00		0	2025-10-29 16:07:26	Leslie Lau
Current Cumulative Approved Amount (Digitized Only)		\$0.00		0	2025-10-29 16:07:26	Leslie Lau
Total Amended Amount		\$0.00		0	2025-10-29 16:07:26	Leslie Lau
Commodities, Equipment and Hardware		false		0	2025-10-29 16:07:26	Leslie Lau
email	e1d396152b0d3290 6469ff10de91bfbc		Email	43	2025-11-05 10:02:14	rocio.duenas@sfgov.org, cathy.huang@...

Label	Old	New	Type	Update number	Update time	User name
email	64f39cb32b343a506469ff10de91bf87		Email	40	2025-10-31 09:52:35	rocio.duenas@sfgov.org, cathy.huang@...
email	7863cc372b703a506469ff10de91bf1d		Email	38	2025-10-31 08:40:15	shamika.gordon@sfgov.org, lavena.holmes@...
email	7863cc372b703a506469ff10de91bf1b		Email	38	2025-10-31 08:40:14	rocio.duenas@sfgov.org, cathy.huang@...
email	b559d16b2bf0f6506469ff10de91bfcd		Email	36	2025-10-30 20:17:18	gregory.stalfa@sfgov.org, suzanne.chen@...
email	7256a8a73bf8f6507b464b9aa4e45a48		Email	23	2025-10-30 16:34:33	tara.alvarez@sfgov.org
email	fe56a8a73bf8f6507b464b9aa4e45a45		Email	23	2025-10-30 16:34:33	lavena.holmes@sfgov.org, lizzette.hebert@...
email	4f5a5c6f3b78f6507b464b9aa4e45ad1		Email	21	2025-10-30 15:42:09	rocio.duenas@sfgov.org, cathy.huang@...
email	4f5a5c6f3b78f6507b464b9aa4e45ace		Email	21	2025-10-30 15:42:08	DHR-PersonalServicesContracts@sfgov....
email	c35a5c6f3b78f6507b464b9aa4e45acc		Email	21	2025-10-30 15:42:08	DHR-PersonalServicesContracts@sfgov....
email	1aa940eb3bf4f6507b464b9aa4e45ab1		Email	16	2025-10-30 14:29:11	rocio.duenas@sfgov.org, cathy.huang@...
email	96a940eb3bf4f6507b464b9aa4e45ab3		Email	16	2025-10-30 14:29:11	tara.alvarez@sfgov.org

Related List Title: Approval List
Table name: sysapproval_approver
Query Condition: Approval for = DHRPSC0005867
Sort Order: Order in ascending order

1 Approvals

State	Approver	Approving	Created	Comments
No Longer Required	Sandra Eng	PSC Management: DHRPSC0005867 v 1.0	2025-10-29 16:07:28	