

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION

Dept. Code: PUC

Type of Request: Initial Modification of an existing PSC (PSC # 30573 - 15/16)

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

Type of Service: As-needed programming services for proprietary software subscription

Funding Source: Non General Fund

PSC Original Approved Amount: \$20,000 PSC Original Approved Duration: 05/01/16 - 05/01/19 (3 years)

PSC Mod#1 Amount: no amount added PSC Mod#1 Duration: 04/24/19-04/23/23 (3 years 51 weeks)

PSC Mod#2 Amount: \$175,000 PSC Mod#2 Duration: 04/13/23-04/24/28 (5 years 3 days)

PSC Cumulative Amount Proposed: \$195,000 PSC Cumulative Duration Proposed: 11 years 51 weeks

1. Description of Work

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

The SFPUC owns real property in fee and has easements over approximately 60,000 acres of land throughout the Northern California. SFPUC uses Voyager software, a proprietary product to Yardi Systems Inc. (Yardi) to manage its real estate assets. Under this contract, SFPUC will subscribe to Yardi's Voyager software through April 24, 2019 and Yardi will perform certain programming services, including database customizations, user interface customization, database reports, database scripts and other programming services, as needed by City during the term of the contract. Because this software is the proprietary product of Yardi, only Yardi can perform these as-needed services.

Note: This contract was first executed in April 2013 for three years (with the option to renew for three additional years) in the amount of \$128,550. The contract was for three years of subscription to Yardi's Voyager software (totaling \$67,500) and certain services consisting of training, implementation, data conversion, and programming (totaling \$61,050). At this time, we are executing amendment 1 to exercise our option to extend the contract through April 24, 2019. Upon executing this amendment 1, the total contract amount will be \$226,387.50 of which \$20,000 will be for additional as-needed programming services through the contract end date, bringing the services portion of the contract to \$81,050.

Scope Change

None. This contract is primarily for software subscription. We submitted a request to add as-needed programming for \$20K in 2016 as part of Amendment 1. We are now extending the contract duration by four years to allow for four additional years of software subscription. Since we have not yet used all the funds we allocated for programming, we are requesting that the PSC approved for the as-needed programming services also be extended to the new contract end date.

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

If Yardi is not permitted to perform programming services under this contract, SFPUC will not be able to use the Voyager software also procured under this contract effectively.

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 30573 - 15/16

D. Will the contract(s) be renewed?

It is unknown at this time if this contract will be renewed when it expires on April 24, 2019.

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 contract is primarily for software subscription. We have migrated significant amount of data to use this product. Switching to a new product would require new migration of data at a significant cost to the City. Further, it will not result in us using a product that is any better. Therefore, we would like to use this software for as long as practically possible. For now, this means extending the contract duration by four years to allow for four additional years of software subscription.

2. Reason(s) for the Request

A. Display all that apply

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).

Explain the qualifying circumstances:

These as-needed services require the ability to perform database customizations, user interface customization, database reports, database scripts and other programming services related to the Voyager software. Because the Voyager software is the proprietary product of Yardi, only Yardi can perform these services with respect to the Voyager software.

B. Reason for the request for modification:

SFPUC Real Estate Services desires to extend the contract term by five years and increase the contract amount by \$175,000. The SFPUC also seeks to avoid the disruption of an existing lease financial administration software system that has worked very well for the SFPUC. Moving to another software system would not only cause great disruption to the SFPUC existing lease revenue accounting workflow but it would take great effort for SFPUC staff to select a new software system, convert the data from Yardi to the new software system and train users on any new software system.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: The ability to perform database customizations, user interface customization, database reports, database scripts and other programming services related to the Voyager software. Because the Voyager software is the proprietary product of Yardi, only Yardi can perform these services with respect to the Voyager software.

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

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

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

Because this software is the proprietary product of Yardi, only Yardi can perform these services with respect to the Voyager software.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No. Because the Voyager software is the proprietary product of Yardi, only Yardi can perform these services with respect to the Voyager software.

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 contact? If so, please explain what that will entail; if not, explain why not. The services being performed require access to proprietary code of the Voyager software. Unless we are employed by Yardi, we cannot have access to this information nor be training on how to do it.

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 04/13/23, 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: Shawndrea Hale Phone: (415) 551-4540 Email: shale@sfgwater.org

Address: 525 Golden Gate Avenue, 5th Floor, San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 30573 - 15/16

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/15/2023

Receipt of Union Notification(s)

From: dhr-psccoordinator@sfgov.org on behalf of shale@sfwater.org
To: Hale, Shawndrea M.; sbalaria@cirseiu.org; andrea@sfmea.com; Camaguey@sfmea.com; Camaguey@sfmea.com; cpark@local39.org; cpark@local39.org; khughes@ibew6.org; ewidth@ifpte21.org; ewallace@ifpte21.org; plangrooferlocal40@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; rmoreno@twusf.org; pwilson@twusf.org; cmover@nccrc.org; noah.frigault@sfgov.org; sfdpoa@icloud.com; Mjayne@iam1414.org; Emanuel, Rachel (DEM); laborers261@gmail.com; janko.laxamana@sfgov.org; jennifer.esteen@seiu1021.org; emathurin@cirseiu.org; abush@cirseiu.org; sbalaria@cirseiu.org; anthony@dc16.us; mlobre@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; Basconcillo, Kathy; 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@sfflocal798.org; cityworker@sfcwu.org; davidmkersten@gmail.com; djohnson@opcmialocal300.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@sbcglobal.net; speedy4864@aol.com; Christina@sfmea.com; ecdemvoter@aol.com; thomas.vitale@seiu1021.org; Moayed, Taraneh; dhr-psccoordinator@sfgov.org
Subject: Receipt of Modification Request to PSC # 30573 - 15/16 - MODIFICATIONS
Date: Thursday, April 13, 2023 3:20:34 PM

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.

PSC RECEIPT of Modification notification sent to Unions and DHR

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a modification request for a Personal Services Contract (PSC) for \$175,000 for services for the period April 13, 2023 – April 24, 2028. 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/12082>

Email sent to the following addresses: L21PSCReview@ifpte21.org eerbach@ifpte21.org kpage@ifpte21.org kschumacher@ifpte21.org tmathews@ifpte21.org wendywong26@yahoo.com WendyWong26@yahoo.com ecassidy@ifpte21.com ewidth@ifpte21.org

Additional Attachment(s)

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1. Description of Work

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Yes. PSC 30573-15/16

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No.
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NA
- 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 10/16/18, 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: Taraneh Moayed Phone: 415-551-4377 Email: tmoayed@sfgwater.org

Address: 525 Golden Gate Avenue, 5th Floor, San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 30573 - 15/16

DHR Analysis/Recommendation:
Commission Approval Not Required
Approved by DHR on 10/26/2018

Civil Service Commission Action: