

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING -- HOM Dept. Code: HOMType of Request: Initial Modification of an existing PSC (PSC # _____)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: Supportive Housing Property ManagementFunding Source: Federal, state, and local fundsPSC Amount: \$55,363,000 PSC Est. Start Date: 02/05/2019 PSC Est. End Date 06/30/2029**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

To provide property management services to formerly homeless adults and/or older adults at City-funded supportive housing sites in San Francisco. The goals of these services are to provide a clean and safe housing site, support the residents who have a history of homelessness and other challenges in stabilizing and maintaining their housing and develop a respectful and healthy community living environment. Supportive Housing Property Management includes oversight of the property's maintenance, janitorial and repair services; supervision of property management, janitorial, and maintenance staff; coordination of intake of potential tenants; handling the signing of lease agreements and other tasks related to the placement process; handling complaints; emergencies and lease violations; rent collection and tenancy records; evictions; and room preparations between tenants and move-outs.

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

Supportive Housing Property Management is necessary for the provision of a clean and safe housing site, to support residents who have a history of homelessness and other challenges in stabilizing and maintaining their housing and to develop a respectful and healthy community living environment. Failure to provide this service would increase the number of individuals experiencing homelessness and would impair the county's ability to achieve its goal to prevent homelessness when possible and to make it rare, brief and onetime.

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 procured through competitive RFP processes administered by the Department of Public Health (DPH). The resulting agreement was authorized by the Civil Service Commission through PSC#2000-03/04. The services were transitioned to HSH upon its creation as a new agency in FY1617. HSH is requesting its own authority to procure these services through a competitive RFP process.

D. Will the contract(s) be renewed?

HSH intends to award contracts with a three year initial term, with the option to extend for a total term not to exceed ten years. The actual agreement terms and amounts are subject to funding availability, proposals, Awarded Provider agreement negotiations, provider performance, as well as future needs.

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.

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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).

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 contract will be funded through Federal and state grant funds and local funds. Future federal and state grant funding is not guaranteed.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: At least five years of experience providing Property Management services within the past seven years. At least five years of experience working with the target population(s) (formerly homeless adults and older adults who have a history of chronic homelessness) within the past seven years.
- B. Which, if any, civil service class(es) normally perform(s) this work? 4140, Real Property Manager; 4142, Senior Real Property Officer; 4143, Principal Real Property Ofc; 7120, Bldgs & Grounds Maint Supt; 7203, Bldg & Grounds Maint Sprv;
- 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, as there are a limited number of departments that have property management expertise, and the City staff who have experience with property management do not have experience providing services to people with a history of homelessness.

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

- A. Explain why civil service classes are not applicable.
This service requires expertise in providing services to people with a history of homelessness and providing property management services.
- 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 because of the immediate need for these services and the required expertise in providing services to people with a history of homelessness. Further, this contract will be funded through Federal and state grant funds and local funds. Future federal and state grant funding is not guaranteed.

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.
No. The contractor will not train City employees.
- 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. Yes. It is possible that the incumbent contractor will be selected through the RFP process.

7. **Union Notification:** On 11/08/2018, the Department notified the following employee organizations of this PSC/RFP request:

Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21; Stationary Engineers, Local 39

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# 45693 - 18/19

DHR Analysis/Recommendation:

action date: 02/04/2019

Commission Approval Required

Approved by Civil Service Commission with conditions

02/04/2019 DHR Approved for 02/04/2019