

Marquez, Lorena (SHF)

From: The Civil Service Commission <ccsfdt@service-now.com>
Sent: Wednesday, April 22, 2026 3:56 PM
To: Martinez, Patty (SHF); Marquez, Lorena (SHF); Riker, Alissa (SHF)
Subject: SHF [DHRPSC0006189] was approved by CSC on 2026-04-20



CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

NOTICE OF CIVIL SERVICE COMMISSION ACTION

Hello Patty Martinez,

At its meeting on **2026-04-20 14:00:00 PDT**, the Civil Service Commission had for its consideration the SHF PSC [DHRPSC0006189].

The Civil Service Commission, APPROVED PSC [DHRPSC0006189] on 2026-04-20.

CSC Approval Type: Conditional Approval Granted

Relevant Comments:

Report Back Date: 2028-04-17

Report Back Reason: Approved PSC #DHRPSC0006189 v0.01 with the condition to report back to the Commission in two (2) years on continued discussions with the union. (Vote of 5 to 0)

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: DHRPSC0006189 v 1.0

Description of Proposed Work: San Francisco Sheriff's Office is seeking to contract Pretrial Services.

Request Type: New

Approval Type: CSC Approval

CSC Review Reason(s):

✔ CSC Approval by Amount

Submitting Department: SHF

Dept PSC Coordinator: Patty Martinez

Dept PSC Coordinator Email: patricia.e.martinez@sfgov.org

DHR Admin/Reviewer: Suzanne Choi

CSC Admin/Reviewer: Elizabeth Aldana

PSC Amount: \$38,702,713.00

PSC Duration (months): 60

Funding Source(s): City Funds

Scope of Work: The San Francisco Sheriff's Office is seeking for a qualified supplier to provide Pretrial Services, that offers robust programming with a continuum of pretrial supervision options. SFSO is seeking to contract with a provider experienced in providing such a continuum that upholds the presumption of innocence as outlined in federal law, while reducing incarceration and helping to maintain public safety. Components of this continuum will include: -Probable Cause review -Pretrial Risk Assessment -Alternatives to Pretrial Incarceration with Levels of Supervision Matched to Risk -Pretrial Diversion for persons charged with misdemeanors -Group Facilitation

Job Class(es): 2910 - Social Worker, 2913 - Program Specialist, 2914 - Social Work Supervisor, 2916 - Social Work Specialist, 2917 - Program Support Analyst, 8108 - Senior Legal Process Clerk, 0922 - Manager I

PSC Justification(s)

=====

✔ Services requiring specialized expertise, knowledge experience

[Take me to the PSC Record](#)

Ref:TIS6612192_5kgcPJf62whm77lwKylH



Civil Service Commission CITY AND COUNTY OF SAN FRANCISCO

CIVIL SERVICE COMMISSION REPORT TRANSMITTAL (FORM 22)

Refer to Civil Service Commission Procedure Number Two for Instructions on Completing and Processing this Form

1. Civil Service Commission Register Number: _____ - _____ - _____
2. For Civil Service Commission Meeting of: April 20, 2026
3. Check One:
 - Ratification Agenda
 - Consent Agenda
 - Regular Agenda
 - Human Resources Director's Report
4. Subject: URGENT REQUEST FOR CSC REVIEW OF DHRPSC 0006189
5. Recommendation:
6. Report prepared by: PATRICIA MARTINEZ Telephone number: 628.272.3847
7. Notifications: (Attach a list of the person(s) to be notified in the format described in Civil Service Commission Procedure Number Two).

8. Reviewed and approved for Civil Service Commission Agenda:

Human Resources Director: CAROL ISEN (APPROVED BY LAVERNA HOLMES)
 Date: April 14, 2026 4/13/26

9. Submit the original time-stamped copy of this form and person(s) to be notified (see Item 7 above) along with the required copies of the report to:

Executive Officer
Civil Service Commission
25 Van Ness Avenue, Suite 720
San Francisco, CA 94102

10. Receipt-stamp this form in the ACSC RECEIPT STAMP box to the right using the time-stamp in the CSC Office.

CSC RECEIPT STAMP

Attachment

CSC BUNDLE FOR SHFDHRPSC 0006189



OFFICE OF THE SHERIFF CITY AND COUNTY OF SAN FRANCISCO

1 DR. CARLTON B. GOODLETT PLACE
ROOM 456, CITY HALL
SAN FRANCISCO, CALIFORNIA 94102



**PAUL MIYAMOTO
SHERIFF**

April 13, 2026

Sandra Eng
Executive Officer
Civil Service Commission
25 Van Ness Avenue, Suite 720
San Francisco, CA 94102

Subject: Urgent Request to Place DHRPSC0006189 on April 20, 2026 CSC Agenda

Dear Ms. Eng,

My name is Patricia Martinez, I am the Contract Administrator at the Sheriff's Office (SFSO). I am writing to respectfully request that DHRPSC0006189 be placed on the Civil Service Commission's April 20, 2026 agenda. The PSC is for the Sheriff's Office to enter into a formal agreement to procure Pretrial Services.

This contract is of critical importance to the Sheriff's Office, as it will allow the City to continue providing essential pretrial services that support alternatives to detention and help manage jail population levels. These services are a key component of the City's broader public safety strategy and are necessary to maintain continuity of care and supervision for individuals involved in the justice system.

The Sheriff's Office initiated the required union notification process on March 13, 2026, for DHRPSC0006189 and has made diligent efforts to engage with all applicable labor unions. Despite repeated outreach and good faith efforts to secure union waivers, we were unable to obtain all required responses in time to meet the April 9, 2026 deadline for submission.

Given the essential nature of these services and the need to have a contract in place by July 2026 to avoid service disruption, we respectfully request consideration for inclusion on the April 20, 2026 CSC agenda. Delaying review would significantly impact the City's ability to ensure continuity of pretrial services and could result in increased reliance on detention.

We appreciate your time and consideration of this request and are available to provide any additional information as needed.

Patricia Martinez
Contract Administrator
San Francisco Sheriff's Office

Phone: 415 554-7225 Fax: 415 554-7050
Website: sfsheriff.com Email: sheriff@sfgov.org

Personal Service Contract Summary (PSC Form 1)

PSC Basic Information

Submitting Department: SHF

Submitted By: Patty Martinez

Department Coordinator: Patty Martinez,
patricia.e.martinez@sfgov.org

Project Manager: Alissa Riker

ServiceNow Number: DHRPSC0006189

Version: 0.01

Version Type: New

Brief description of proposed work: San Francisco Sheriff's Office is seeking to contract Pretrial Services.

Review Type and Reason

CSC Review Required: Yes

CSC Review Reason(s):

- Requires CSC Approval by Amount

Amount

PSC Amount: \$38,702,713

Does contract include items other than services?: No

Duration

Is PSC by Duration or Continuing: Duration

PSC Duration (Months): 60

Funding

Funding Source: City Funds

Special circumstances related to funding: No

Scope of Work

Clearly describe scope and detail the services to be performed: The San Francisco Sheriff's Office is seeking for a qualified supplier to provide Pretrial Services, that offers robust programming with a continuum of pretrial supervision options. SFSO is seeking to contract with a provider experienced in providing such a continuum that upholds the presumption of innocence as outlined in federal law, while reducing incarceration and helping to maintain public safety. Components of this continuum will include:

- Probable Cause review
- Pretrial Risk Assessment
- Alternatives to Pretrial Incarceration with Levels of Supervision Matched to Risk

- Pretrial Diversion for persons charged with misdemeanors
- Group Facilitation

Why are these services required and what are the consequences of denial?: This Pretrial Services contract provides critical information to the Court for their consideration when determining whether arrested persons remain in custody or are released while their charges are pending. In addition, this contract provides supervision for released persons and progress reports for the Court on compliance with release conditions.

Has your department contracted out these services in the last three years?: Yes. See attached list of contracts entered into for these or similar services in the last 3 years.

How many contracts?: 1

Why have you not hired City employees to perform the services?: San Francisco has invested in a non-profit staff of criminal history specialists that prepare work ups and risk assessments for the court and case managers who link clients to services and monitor court compliance.

Board and Commission Approvals

Will any contracts under this PSC require department Commission approval: Department does not have a Commission

Will any contracts under this PSC require Board of Supervisors approval: Yes

Provide details related to contracts for which BOS approval will be required?: Contract will be over \$10M threshold requiring BOS approval.

Justification

Q1 - Are there any regulatory or legal requirements supporting outsourcing of this work?:
No

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

Q3 - Are these proprietary services City is not authorized to do?: No

Q4 - Does City lacks necessary facilities/equipment?: No

Q5 - Are the services required on a temporary basis or on a long-term basis?: Long-term Basis

Q5a) Are the services required on an as-needed, intermittent, or periodic basis?: No

Q5b) Do the services require specialized expertise, knowledge experience?: Yes

Q5b1) Describe the specialized skills and expertise required to perform the services: This Pretrial Services contract provides critical information to the Court to assist in determining whether arrested individuals remain in custody or are released while charges are pending. Furthermore, this contract provides direct supervision for released persons and deliver progress reports to the Court regarding compliance with all release conditions.

Q5c) Does City have classifications with the required specialized skills or expertise?: No

Q5c1) Should City develop a classification to perform these services?: No

Q5c2) Explain why new a job classification is not feasible: Proposed services require subject matter expertise that is currently not available within the City. Services have been provided via a Grant Contract with the Sheriff's Office for years.

Q5d) Will contractor directly supervise City employees?: No

Q5e) Will contractor train City employees?: No

Q5e1) Explain why training of City employees is not required: All services will be provided by contractor employees.

Q5f) Is there a plan to transition this work back to the City?: No

Q5f1) Explain why the work will not be transitioned back to the City: San Francisco has successfully provided this service through a partnership with an community based non-profit for almost fifty years. This model is supported by criminal justice advocates. Any change to provide this work with a new civil service class would need to take this history into account.

Additional information to support your request (Optional):

Union Notifications

Job Class(es): 2914 - Social Work Supervisor, 2913 - Program Specialist, 2917 - Program Support Analyst, 2910 - Social Worker, 8108 - Senior Legal Process Clerk, 2916 - Social Work Specialist, 0922 - Manager I

Labor Unions: 351 - Municipal Exec Assoc-Misc, 535 - SEIU 1021, 790 - SEIU, Local 1021, Misc

Labor Union Email Addresses: staff@sfmea.com, PSCreview@seiu1021.org, PSCreview@seiu1021.org

Union Review Sent On: 3/13/2026

Union Review End Date: 4/12/2026

Union Review Duration Met On: 4/12/2026

SHF [DHRPSC0006189] submitted for Union Review

From CCSF IT Service Desk <ccsfdt@service-now.com>

Date Fri 3/13/2026 2:13 PM

To DHR-Personal Services Contracts <DHR-PersonalServicesContracts@sfgov.org>; staff@sfmea.com <staff@sfmea.com>; Martinez, Patty (SHF) <patricia.e.martinez@sfgov.org>; Marquez, Lorena (SHF) <lorena.marquez@sfgov.org>; Riker, Alissa (SHF) <alissa.riker@sfgov.org>

2 attachments (610 KB)

PSC Submission List of Previously Approved Contracts - 3.13.26.xlsx; SHF DHRPSC0006189 PSC Summary -Pre Union.pdf;

Hello union representatives,

SHF is requesting your review of PSC [DHRPSC0006189]. Please see relevant details of this request below and in the attached document(s). **Should you have any questions or objections, please state them by replying all to this email by 2026-04-12.**

PSC Summary

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Record Number: DHRPSC0006189 v 0.01

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Approval Type: CSC Approval

CSC Review Reason(s):

- CSC Approval by Amount

Submitting Department: SHF

Dept PSC Coordinator: Patty Martinez

Dept PSC Coordinator Email: patricia.e.martinez@sfgov.org

PSC Amount: \$38,702,713.00

PSC Duration (months): 60

Funding Source(s): City Funds

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PSC Justification(s)

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- Services requiring specialized expertise, knowledge experience

Ref:TIS6521447_nlxPLpD59XeKJpk12JV

REQUEST FOR REVIEW Fw: SHF [DHRPSC0006189] submitted for Union Review

From Martinez, Patty (SHF) <patricia.e.martinez@sfgov.org>
Date Tue 3/17/2026 11:09 AM
To staff@sfmea.org <staff@sfmea.org>; PSCreview@seiu1021.org <PSCreview@seiu1021.org>
Cc Marquez, Lorena (SHF) <lorena.marquez@sfgov.org>; Leung, Mylan (SHF) <mylan.luong@sfgov.org>; Riker, Alissa (SHF) <alissa.riker@sfgov.org>

Local 1021

2 attachments (610 KB)
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Hello Union Representatives,

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It is critical that this PSC be heard at the April 20, 2026 meeting to ensure continuity of services. To meet the submission deadline and we respectfully request your review and waiver as soon by April 1, 2026.

Please let me know if you have any questions or need additional information.

Patricia E. Martinez (MPP/MBBA)
Principal Administrative Analyst
San Francisco Sheriff's Office - Programs
San Francisco, CA 94103

From: CCSF IT Service Desk <ccsfdt@service-now.com>
Sent: Friday, March 13, 2026 2:12 PM
To: DHR-Personal Services Contracts <DHR-PersonalServicesContracts@sfgov.org>; Martinez, Patty (SHF) <patricia.e.martinez@sfgov.org>; Marquez, Lorena (SHF) <lorena.marquez@sfgov.org>; Riker, Alissa (SHF) <alissa.riker@sfgov.org>; PSCreview@seiu1021.org <PSCreview@seiu1021.org>
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CSC Review Reason(s):
CSC Approval by Amount

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PSC Justification(s)

Services requiring specialized expertise, knowledge experience

Ref:TIS6521448_V8yAWM9Rolbv9SpQY00i

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From Martinez, Patty (SHF) <patricia.e.martinez@sfgov.org>
Date Tue 3/17/2026 11:11 AM
To staff@sfmea.com <staff@sfmea.com>
Cc Marquez, Lorena (SHF) <lorena.marquez@sfgov.org>; Leung, Mylan (SHF) <mylan.luong@sfgov.org>

MEA Union

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PSC Justification(s)

Services requiring specialized expertise, knowledge experience

Ref:TIS6521448_V8yAWM9R0lrv9SpQY00i

Re: REQUEST FOR REVIEW Fw: SHF [DHRPSC0006189] submitted for Union Review

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=====

● Services requiring specialized expertise, knowledge experience

Ref:TIS6521448_V8yAWM9Rolbv9SpQY00i

Re: REQUEST FOR REVIEW Fw: SHF [DHRPSC0006189] submitted for Union Review

From: Martinez, Patty (SHF) <patricia.e.martinez@sfgov.org>
Date: Wed 4/1/2026 11:20 AM
To: De'Marea Brandy <DeMarea.Brandy@seiu1021.org>; Najuwanda Daniels <najuawanda.daniels@seiu1021.org>; staff@sfmea.com <staff@sfmea.com>; PSCreview <PSCreview@seiu1021.org>
Cc: Marquez, Lorena (SHF) <lorena.marquez@sfgov.org>; Leung, Mylan (SHF) <mylan.luong@sfgov.org>; Riker, Alissa (SHF) <alissa.riker@sfgov.org>; Leung, Patrick (SHF) <patrick.n.leung@sfgov.org>

Hi,

The current contract expires 06/30/2026. This contract would be for 36 months with options to extend up to 60 months.

The reason we're seeking a waiver is to hopefully avoid any disruption to services and have a contract start date of 7/1/2026.

From: De'Marea Brandy <DeMarea.Brandy@seiu1021.org>
Sent: Wednesday, April 1, 2026 10:28 AM
To: Martinez, Patty (SHF) <patricia.e.martinez@sfgov.org>; Najuwanda Daniels <najuawanda.daniels@seiu1021.org>; staff@sfmea.com <staff@sfmea.com>; PSCreview <PSCreview@seiu1021.org>
Cc: Marquez, Lorena (SHF) <lorena.marquez@sfgov.org>; Leung, Mylan (SHF) <mylan.luong@sfgov.org>; Riker, Alissa (SHF) <alissa.riker@sfgov.org>; Leung, Patrick (SHF) <patrick.n.leung@sfgov.org>
Subject: Re: REQUEST FOR REVIEW Fw: SHF [DHRPSC0006189] submitted for Union Review

For clarity, this is a request to expand the funding available for the current contract, or renew the contact for another 60mo's?

In solidarity,
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Field Representative
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Hi Najuwanda and Brandy,

I hope all is well. Following up on our request for a waiver of the 30-day notice requirement for an upcoming Personal Services Contract (PSC). It is critical that this PSC be heard at the April 20, 2026 meeting to ensure continuity of services. To meet the submission deadline and we respectfully request your review and waiver **by April 3, 2026**.

Best,

Patty

From: Martinez, Patty (SHF) <patricia.e.martinez@sfgov.org>
Sent: Thursday, March 26, 2026 11:32 AM
To: Najuwanda Daniels <najuawanda.daniels@seiu1021.org>; staff@sfmea.com <staff@sfmea.com>; PSCreview <PSCreview@seiu1021.org>; De'Marea Brandy <DeMarea.Brandy@seiu1021.org>
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Subject: Re: REQUEST FOR REVIEW Fw: SHF [DHRPSC0006189] submitted for Union Review

Hi Najuwanda and Brandy,

Thank you for your review and for raising these concerns.

The Pretrial Services contract is designed to provide a highly specialized scope of work that requires distinct subject matter expertise, operational independence, and program infrastructure that are not reflected within existing SEIU classifications, including 2910 – Social Worker, 2913 – Program Specialist, 2914 – Social Work Supervisor, 2916 – Social Work Specialist, 2917 – Program Support Analyst, and 8108 – Senior Legal Process Clerk.

Specifically, the contract requires:

- Expertise in Pretrial risk assessment tools and release decision-making frameworks
- Experience operating within a neutral, non-law enforcement-community based pretrial model
- Capacity to deliver court-based services, supervision, and client engagement across a robust continuum of pretrial support
- Established data systems for real-time reporting, performance tracking, and compliance monitoring
- Organizational infrastructure to coordinate housing navigation, behavioral health linkages, and court reminder systems at scale

In response to concerns regarding potential impacts to current 8420 classifications within the Sheriff's Office, the intent of this contract is not to displace, modify, or add to the workload of existing staff. Rather, the contracted provider will operate as a complementary and independent entity responsible for delivering pretrial services externally. Sheriff's Office staff will continue to perform their current roles, and no changes to job duties, classifications, or expectations are anticipated as a result of this contract.

Please let me know if additional clarification would be helpful.

From: Najuwanda Daniels <Najuawanda.Daniels@seiu1021.org>
Sent: Wednesday, March 25, 2026 3:59 PM
To: Martinez, Patty (SHF) <patricia.e.martinez@sfgov.org>; staff@sfmea.org <staff@sfmea.org>; PSCreview <PSCreview@seiu1021.org>; De'Marea Brandy <DeMarea.Brandy@seiu1021.org>
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Hi,

SEIU does not waive review for this PSC without a full explanation of why and the impacts if any to the 8420 class and essential functions.

Also, please be advised you did not include the current SEIU union representative (added) [@De'Marea Brandy](#).

In Solidarity,

Naj Daniels
SF Field Supervisor
Member Resource Center (MRC): 1-877-687-1021
Desk: 415-848-3645
SF Main Office: 415-848-3611

Sign up to become a Union Member! <http://join1021.org?LUID=NDaniels>



Stand Up for SF. Save Public Services: <https://www.standupforsf.com/>

Sign up for text alerts for updates from the union. <https://www.seiu1021.org/text-me>

Check out other SEIU Member Benefits: <https://www.seiumb.com/>

[Book time to meet with me](#)

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From: Martinez, Patty (SHF) <patricia.e.martinez@sfgov.org>
Sent: Monday, March 23, 2026 2:36 PM
To: staff@sfmea.org; PSCreview <PSCreview@seiu1021.org>
Cc: Marquez, Lorena (SHF) <lorena.marquez@sfgov.org>; Leung, Mylan (SHF) <mylan.luong@sfgov.org>; Riker, Alissa (SHF) <alissa.riker@sfgov.org>
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Please let me know if you have any questions or need additional information.

From: Martinez, Patty (SHF) <patricia.e.martinez@sfgov.org>
Sent: Tuesday, March 17, 2026 11:09 AM
To: staff@sfmea.org <staff@sfmea.org>; PSCreview@seiu1021.org <PSCreview@seiu1021.org>
Cc: Marquez, Lorena (SHF) <lorena.marquez@sfgov.org>; Leung, Mylan (SHF) <mylan.luong@sfgov.org>; Riker, Alissa (SHF) <alissa.riker@sfgov.org>
Subject: REQUEST FOR REVIEW Fw: SHF [DHRPSC0006189] submitted for Union Review

Hello Union Representatives,

We are requesting a waiver of the 30-day notice requirement for an upcoming Personal Services Contract (PSC). The Sheriff's Office is seeking a qualified provider to deliver Pretrial Services with a robust continuum of supervision and programming options.

It is critical that this PSC be heard at the April 20, 2026 meeting to ensure continuity of services. To meet the submission deadline and we respectfully request your review and waiver as soon **by April 1, 2026**.

Please let me know if you have any questions or need additional information.

Patricia E. Martinez (MPP/MBA)
Principal Administrative Analyst
San Francisco Sheriff's Office - Programs
San Francisco, CA 94103

From: CCSF IT Service Desk <ccsfdt@service-now.com>
Sent: Friday, March 13, 2026 2:12 PM
To: DHR-Personal Services Contracts <DHR-PersonalServicesContracts@sfgov.org>; Martinez, Patty (SHF) <patricia.e.martinez@sfgov.org>; Marquez, Lorena (SHF) <lorena.marquez@sfgov.org>; Riker, Alissa (SHF) <alissa.riker@sfgov.org>; PSCreview@seiu1021.org <PSCreview@seiu1021.org>
Subject: SHF [DHRPSC0006189] submitted for Union Review

Hello union representatives,
SHF is requesting your review of PSC [DHRPSC0006189]. Please see relevant details of this request below and in the attached document(s). **Should you have any questions or objections, please state them by replying all to this email by 2026-04-12.** If you would like to request a factfinder review for this PSC, please submit the [PSC factfinder review request form](#) within 5 days of your initial meeting with the department.

PSC Summary

=====
Record Number: DHRPSC0006189 v 0.01
Description of Proposed Work: San Francisco Sheriff's Office is seeking to contract Pretrial Services.

Request Type: New

Approval Type: CSC Approval

CSC Review Reason(s):
 CSC Approval by Amount

Submitting Department: SHF

Dept PSC Coordinator: Patty Martinez
Dept PSC Coordinator Email: patricia.e.martinez@sfgov.org

PSC Amount: \$38,702,713.00

PSC Duration (months): 60

Funding Source(s): City Funds

Scope of Work: The San Francisco Sheriff's Office is seeking for a qualified supplier to provide Pretrial Services, that offers robust programming with a continuum of pretrial supervision options. SFISO is seeking to contract with a provider experienced in providing such a continuum that upholds the presumption of innocence as outlined in federal law, while reducing incarceration and helping to maintain public safety. Components of this continuum will include: -Probable Cause review -Pretrial Risk Assessment -Alternatives to Pretrial Incarceration with Levels of Supervision Matched to Risk -Pretrial Diversion for persons charged with misdemeanors -Group Facilitation
Job Class(es): 2910 - Social Worker, 2913 - Program Specialist, 2914 - Social Work Supervisor, 2916 - Social Work Specialist, 2917 - Program Support Analyst, 8108 - Senior Legal Process Clerk, 0922 - Manager I
Labor Unions: 535 - SEIU 1021, 790 - SEIU, Local 1021, Misc, 351 - Municipal Exec Assoc-Misc

PSC Justification(s)

=====
 Services requiring specialized expertise, knowledge experience

Ref:TIS6521448_V8yAWM9Rolbv9SpQY00i

RE: REQUEST FOR REVIEW Fw: SHF [DHRPSC0006189] submitted for Union Review

From Leung, Patrick (SHF) <patrick.n.leung@sfgov.org>
 Date Wed 4/1/2026 4:01 PM
 To Martinez, Patty (SHF) <patricia.e.martinez@sfgov.org>; Najuwanda Daniels <najuawanda.daniels@seiu1021.org>; PSCreview <PSCreview@seiu1021.org>; De'Marea Brandy <DeMarea.Brandy@seiu1021.org>
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Per CSC guidance, the review period for union notification for SEIU and L21 is 10 calendar days. The union notification for this PSC went out on 3/13/26. The 30-day waiver request is only applicable to MEA.

**Exhibit 1
 PSC Approvals and Union Notification Periods (Effective July 1, 2025)**

Request Type	PSC Value and Duration	Approval Authority	Union Notification	DHR Posting	Civil Service
New	Total PSC less than or equal to \$100K + any duration	DHR	<ul style="list-style-type: none"> SEIU and L21: 10 calendar days Others: 7 calendar days No Union Selected: 7 calendar days 	7 calendar days, runs concurrently with union notifications	None
New	Total PSC more than \$100K, but less than or equal to \$200K + any duration	DHR	<ul style="list-style-type: none"> SEIU and L21: 10 calendar days Others: 30 calendar days No Union Selected: 7 calendar days 	7 calendar days, runs concurrently with union notifications	None
New	Total PSC more than \$200K + any duration	CSC	<ul style="list-style-type: none"> SEIU and L21: 10 calendar days Others: 30 calendar days No Union Selected: 7 calendar days 	7 calendar days, runs concurrently with union notifications	CSC must receive packet at least 11 calendar days before desired meeting date.
Amendment	Total Amended PSC less than or equal to \$200K + any duration	DHR	<ul style="list-style-type: none"> SEIU and L21: 10 calendar days Others: 7 calendar days No Union Selected: 7 calendar days 	7 calendar days, runs concurrently with union notifications	None
Amendment	Total Amended PSC exceeds \$200K for the first time + any duration	CSC	<ul style="list-style-type: none"> SEIU and L21: 10 calendar days Others: 7 calendar days No Union Selected: 7 calendar days 	7 calendar days, runs concurrently with union notifications	CSC must receive packet at least 11 calendar days before desired meeting date

Patrick Leung
 Chief Financial Officer
 San Francisco Sheriff's Office
 1 Dr. Carlton B. Goodlett Place
 San Francisco, CA 94102
patrick.n.leung@sfgov.org
 415-818-3689

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Sign up to become a Union Member! <http://join1021.org?LUID=NDaniels>



Stand Up for SF. Save Public Services: <https://www.standupforsf.com/>

Sign up for text alerts for updates from the union. <https://www.seiu1021.org/text-me>

Check out other SEIU Member Benefits: <https://www.seiumb.com/>

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Record Number: DHRPSC0006189 v 0.01
Description of Proposed Work: San Francisco Sheriff's Office is seeking to contract Pretrial Services.

Request Type: New

Approval Type: CSC Approval
CSC Review Reason(s):
 CSC Approval by Amount

Submitting Department: SHF
Dept PSC Coordinator: Patty Martinez
Dept PSC Coordinator Email: patricia.e.martinez@sfgov.org
PSC Amount: \$38,702,713.00
PSC Duration (months): 60

Funding Source(s): City Funds

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Hi Criss, Christina,

The Sheriff's Office has submitted a PSC for our Pretrial Services contract and is requesting a waiver from MEA of the 30-day notice requirement so the item can be included in the next Civil Service Commission Meeting. If MEA has any questions or would like to have a quick meeting to discuss the matter, please let us know.

Thank you,

Patrick Leung
Chief Financial Officer
San Francisco Sheriff's Office
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102
patrick.n.leung@sfgov.org
415-818-3689

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Sent: Wednesday, April 1, 2026 9:04 AM
To: Najuwanda Daniels <Najuawanda.Daniels@seiu1021.org>; staff@sfmea.com <staff@sfmea.com>; PSCreview <PSCreview@seiu1021.org>; De'Marea Brandy <DeMarea.Brandy@seiu1021.org>
Cc: Marquez, Lorena (SHF) <lorena.marquez@sfgov.org>; Leung, Mylan (SHF) <mylan.luong@sfgov.org>; Riker, Alissa (SHF) <alissa.riker@sfgov.org>; Leung, Patrick (SHF) <patrick.n.leung@sfgov.org>
Subject: Re: REQUEST FOR REVIEW Fw: SHF [DHRPSC0006189] submitted for Union Review

Some people who received this message don't often get email from patricia.e.martinez@sfgov.org. [Learn why this is important](#)

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.
Hi Najuwanda and Brandy,

I hope all is well. Following up on our request for a waiver of the 30-day notice requirement for an upcoming Personal Services Contract (PSC). It is critical that this PSC be heard at the April 20, 2026 meeting to ensure continuity of services. To meet the submission deadline and we respectfully request your review and waiver by April 3, 2026.

Best,

Patty

From: Martinez, Patty (SHF) <patricia.e.martinez@sfgov.org>
Sent: Thursday, March 26, 2026 11:32 AM
To: Najuwanda Daniels <najuawanda.daniels@seiu1021.org>; staff@sfmea.com <staff@sfmea.com>; PSCreview <PSCreview@seiu1021.org>; De'Marea Brandy <DeMarea.Brandy@seiu1021.org>
Cc: Marquez, Lorena (SHF) <lorena.marquez@sfgov.org>; Leung, Mylan (SHF) <mylan.luong@sfgov.org>; Riker, Alissa (SHF) <alissa.riker@sfgov.org>; Leung, Patrick (SHF) <patrick.n.leung@sfgov.org>
Subject: Re: REQUEST FOR REVIEW Fw: SHF [DHRPSC0006189] submitted for Union Review

Hi Najuwanda and Brandy,

Thank you for your review and for raising these concerns.

The Pretrial Services contract is designed to provide a highly specialized scope of work that requires distinct subject matter expertise, operational independence, and program infrastructure that are not reflected within existing SEIU classifications, including 2910 – Social Worker, 2913 – Program Specialist, 2914 – Social Work Supervisor, 2916 – Social Work Specialist, 2917 – Program Support Analyst, and 8108 – Senior Legal Process Clerk.

Specifically, the contract requires:

- Expertise in Pretrial risk assessment tools and release decision-making frameworks
- Experience operating within a neutral, non-law enforcement-community based pretrial model
- Capacity to deliver court-based services, supervision, and client engagement across a robust continuum of pretrial support
- Established data systems for real-time reporting, performance tracking, and compliance monitoring
- Organizational infrastructure to coordinate housing navigation, behavioral health linkages, and court reminder systems at scale

In response to concerns regarding potential impacts to current 8420 classifications within the Sheriff's Office, the intent of this contract is not to displace, modify, or add to the workload of existing staff. Rather, the contracted provider will operate as a complementary and independent entity responsible for delivering pretrial services externally. Sheriff's Office staff will continue to perform their current roles, and no changes to job duties, classifications, or expectations are anticipated as a result of this contract.

Please let me know if additional clarification would be helpful.

From: Najuwanda Daniels <Najuawanda.Daniels@seiu1021.org>
Sent: Wednesday, March 25, 2026 3:59 PM
To: Martinez, Patty (SHF) <patricia.e.martinez@sfgov.org>; staff@sfmea.com <staff@sfmea.com>; PSCreview <PSCreview@seiu1021.org>; De'Marea Brandy <DeMarea.Brandy@seiu1021.org>

Cc: Marquez, Lorena (SHF) <lorena.marquez@sfgov.org>; Leung, Mylan (SHF) <mylan.luong@sfgov.org>; Riker, Alissa (SHF) <alissa.riker@sfgov.org>
Subject: RE: REQUEST FOR REVIEW Fw: SHF [DHRPSC0006189] submitted for Union Review

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Hi,

SEIU does not waive review for this PSC without a full explanation of why and the impacts if any to the 8420 class and essential functions.

Also, please be advised you did not include the current SEIU union representative (added) @De'Marea Brandy.

In Solidarity,

Naj Daniels
SF Field Supervisor
Member Resource Center (MRC): 1-877-687-1021
Desk: 415-848-3645
SF Main Office: 415-848-3611

Sign up to become a Union Member! <http://join1021.org?LUID=NDaniels>



Stand Up for SF. Save Public Services: <https://www.standupforsf.com/>

Sign up for text alerts for updates from the union. <https://www.seiu1021.org/text-me>

Check out other SEIU Member Benefits: <https://www.seiumb.com/>

[Book time to meet with me](#)

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From: Martinez, Patty (SHF) <patricia.e.martinez@sfgov.org>
Sent: Monday, March 23, 2026 2:36 PM
To: staff@sfmea.org; PSCreview <PSCreview@seiu1021.org>
Cc: Marquez, Lorena (SHF) <lorena.marquez@sfgov.org>; Leung, Mylan (SHF) <mylan.luong@sfgov.org>; Riker, Alissa (SHF) <alissa.riker@sfgov.org>
Subject: Re: REQUEST FOR REVIEW Fw: SHF [DHRPSC0006189] submitted for Union Review

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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.

Good afternoon,

I hope all is well. Floating this email to the top of your inbox.

The Sheriff's Office is requesting a waiver of the 30-day notice requirement for an upcoming Personal Services Contract (PSC). It is critical that this PSC be heard at the April 20, 2026 meeting to ensure continuity of services. To meet the submission deadline and we respectfully request your review and waiver as soon **by April 1, 2026**.

Please let me know if you have any questions or need additional information.

From: Martinez, Patty (SHF) <patricia.e.martinez@sfgov.org>
Sent: Tuesday, March 17, 2026 11:09 AM
To: staff@sfmea.org <staff@sfmea.org>; PSCreview@seiu1021.org <PSCreview@seiu1021.org>
Cc: Marquez, Lorena (SHF) <lorena.marquez@sfgov.org>; Leung, Mylan (SHF) <mylan.luong@sfgov.org>; Riker, Alissa (SHF) <alissa.riker@sfgov.org>
Subject: REQUEST FOR REVIEW Fw: SHF [DHRPSC0006189] submitted for Union Review

Hello Union Representatives,

We are requesting a waiver of the 30-day notice requirement for an upcoming Personal Services Contract (PSC). The Sheriff's Office is seeking a qualified provider to deliver Pretrial Services with a robust continuum of supervision and programming options.

It is critical that this PSC be heard at the April 20, 2026 meeting to ensure continuity of services. To meet the submission deadline and we respectfully request your review and waiver as soon **by April 1, 2026**.

Please let me know if you have any questions or need additional information.

Patricia E. Martinez (MPP/MBA)
Principal Administrative Analyst
San Francisco Sheriff's Office - Programs
San Francisco, CA 94103

From: CCSF IT Service Desk <ccsfdt@service-now.com>
Sent: Friday, March 13, 2026 2:12 PM
To: DHR-Personal Services Contracts <DHR-PersonalServicesContracts@sfgov.org>; Martinez, Patty (SHF) <patricia.e.martinez@sfgov.org>; Marquez, Lorena (SHF) <lorena.marquez@sfgov.org>; Riker, Alissa (SHF) <alissa.riker@sfgov.org>; PSCreview@seiu1021.org <PSCreview@seiu1021.org>
Subject: SHF [DHRPSC0006189] submitted for Union Review

Hello union representatives,
SHF is requesting your review of PSC [DHRPSC0006189]. Please see relevant details of this request below and in the attached document(s). **Should you have any questions or objections, please state them by replying all to this email by 2026-04-12.** If you would like to request a factfinder review for this PSC, please submit the [PSC factfinder review request form](#) within 5 days of your initial meeting with the department.

PSC Summary

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Record Number: DHRPSC0006189 v 0.01

Description of Proposed Work: San Francisco Sheriff's Office is seeking to contract Pretrial Services.

Request Type: New

Approval Type: CSC Approval

CSC Review Reason(s):

CSC Approval by Amount

Submitting Department: SHF

Dept PSC Coordinator: Patty Martinez

Dept PSC Coordinator Email: patricia.e.martinez@sfgov.org

PSC Amount: \$38,702,713.00

PSC Duration (months): 60

Funding Source(s): City Funds

Scope of Work: The San Francisco Sheriff's Office is seeking for a qualified supplier to provide Pretrial Services, that offers robust programming with a continuum of pretrial supervision options. SFSO is seeking to contract with a provider experienced in providing such a continuum that upholds the presumption of innocence as outlined in federal law, while reducing incarceration and helping to maintain public safety. Components of this continuum will include: -Probable Cause review -Pretrial Risk Assessment -Alternatives to Pretrial Incarceration with Levels of Supervision Matched to Risk -Pretrial Diversion for persons charged with misdemeanors -Group Facilitation

Job Class(es): 2910 - Social Worker, 2913 - Program Specialist, 2914 - Social Work Supervisor, 2916 - Social Work Specialist, 2917 - Program Support Analyst, 8108 - Senior Legal Process Clerk, 0922 - Manager I

Labor Unions: 535 - SEIU 1021, 790 - SEIU, Local 1021, Misc, 351 - Municipal Exec Assoc-Misc

PSC Justification(s)

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● Services requiring specialized expertise, knowledge experience

Ref:TIS6521448_V8yAWM9Rolbv9SpQY00i