

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: ADULT PROBATION Dept. Code: ADP

Type of Request: [ ] Initial [x] Modification of an existing PSC (PSC # 4077 11/12)

Type of Approval: [ ] Expedited [x] Regular [ ] Omit Posting

Type of Service: Develop, Monitor and Manage an Community Assessment Center for Adult Probation's Clients

Funding Source: AB109 Funding &GF 1G AGF AAA

PSC Original Approved Amount: \$6,142,957

PSC Original Approved Duration: 02/06/12 - 02/06/17 (5 years 2 day)

PSC Mod#1 Amount: \$3,071,000

PSC Mod#1 Duration: 02/06/12-06/30/17 (20 weeks 3 days)

PSC Mod#2 Amount:

PSC Mod#2 Duration:

PSC Cumulative Amount Proposed: \$9,213,957

PSC Cumulative Duration Proposed: 5 years 20 weeks

1. Description of Work

A. Scope of Work:

This proposed contract is to create and operate a one-stop Community Assessment and Services Center (CASC) to provide services to high risk high need individuals who are under the supervision of the Adult Probation Department. A variety of individualized and grouped services will be provided from dawn until dusk. The services will be both by appointment and on a drop-in basis to include but not be limited to case management for individuals who have serious mental illness, substance abuse assessment/referrals, remedial and basic education and connection to opportunities for higher education, vocational assessment and employment training, assessment for government benefits, cognitive behavioral groups, parenting and family strengthening support/advice and housing referrals and assistance.

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

The Community Assessment and Services Center (CASC) is a core strategy of the San Francisco Public Safety Realignment and Post Release Community Supervision 2011 Implementation Plan, and the success of realignment in San Francisco is contingent on the successful implementation of all strategies contained in the plan. Denial of this request would result in a complete absence of vital services for high risk supervisees of the Adult Probation Department (APD). Without this service, Clients of APD will be more likely to re-offend, relapse, and/or remain disconnected from critically needed social and behavioral health services.

C. Has this service been provided in the past. If so, how? If the service was provided via a PSC, provide the most recently approved PSC # and upload a copy of the PSC.

The service has been provided through PSC 4077 11/12 which was approved by Civil Service Commission on February 6, 2012.

D. Will the contract(s) be renewed? Unknown.

2. Union Notification: On 10/31/13, the Department notified the following employee organizations of this PSC/RFP request: all unions were notified

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FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4077 11/12

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Not Required

Approved by DHR on 11/22/2013

**3. Description of Required Skills/Expertise**

A. Specify required skills and/or expertise:

Ability to deliver services dawn to dusk, seven days a week, with on-call services at night. knowledge of local public, non-profit and private care providers to support CASC on a referral basis. Ability to provide case management, provide substance abuse assessment and referrals, and employment skills, assessment for government benefits, cognitive behavioral groups, parenting and family strengthening advise and housing referrals and assistance.

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 yes, explain:

Yes. Contractor will provide a facility in which services will be provided and in which four City employees (2 Deputy Probation Offices (8444) and 2 Social workers (2932)) will work performing tasks different but complementary to those provided by Contractor, e.g., supervision and monitoring of clients, including electronic monitoring, collecting samples for drug testing and developing Court reports.

**4. Why Classified Civil Service Cannot Perform**

A. Explain why civil service classes are not applicable:

Services are to be provided on an as-needed basis. The specific needs of service recipients will vary from day to day and multiple skill sets will be required of Contractor's team that encompasses more than one CCSF classification.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.

No. The services to be provided require more than one individual to perform a variety of tasks with a combination of varied skills and abilities.

**5. Additional Information (if "yes", attach explanation)**

**YES NO**

- |                                                                                                              |                          |                                     |
|--------------------------------------------------------------------------------------------------------------|--------------------------|-------------------------------------|
| A. Will the contractor directly supervise City and County employee?                                          | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| B. Will the contractor train City and County employee?                                                       | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| C. Are there legal mandates requiring the use of contractual services?                                       | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| D. Are there federal or state grant requirements regarding the use of contractual services?                  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| E. Has a board or commission determined that contracting is the most effective way to provide this service?  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD ON 10/31/13 BY:

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