



# CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

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ANITA SANCHEZ  
EXECUTIVE OFFICER

February 10, 2012

## NOTICE OF CIVIL SERVICE COMMISSION ACTION

**SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED  
PERSONAL SERVICES CONTRACT NUMBER 4077-11/12  
THROUGH 4092-11/12; 4000-09/10 AND 4098-07/08.**

At its meeting of February 6, 2012 the Civil Service Commission had for its consideration the above matter.

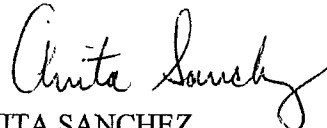
**PLEASE NOTE:** *It is important that a copy of this action be kept in the department files as you will need it in the future as proof of Civil Service Commission approval. Please share it with everyone responsible for follow-up.*

The Commission adopted the following:

- (1) Adopted the report; Approved the request for PSC #4085-11/12 as amended which is to be submitted to the Executive Officer and the Human Resources Director. Notified the Office of the Controller and the Office of Contract Administration.
- (2) Adopted the report; Approved the request for PSC #4087-11/12 as amended; change duration to five (5) years and silent on the matter of options. Notified the Office of the Controller and the Office of Contract Administration.
- (3) Adopted the report; Approved the request for PSC #4088-11/12 as amended for a duration of five (5) years. Notified the Office of the Controller and the Office of Contract Administration.
- (4) Adopted the report; Approved the request for all remaining contracts. Notified the Office of the Controller and the Office of Contract Administration.

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 1094.6.

CIVIL SERVICE COMMISSION

  
ANITA SANCHEZ  
Executive Officer

Attachment

CSC Notice of Action  
February 6, 2012  
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c: Cynthia Avakian, Airport Commission  
Parveen Boparai, Municipal Transportation Agency  
Micki Callahan, Human Resources Director  
Vivian Day, Department of Building Inspection  
Alaric Degrafinried, Public Utilities Commission  
Marie de Vera, Department of Human Resources  
Oliver Hack, Mayor's Office of Housing  
Lavena Holmes, Port  
Shamica Jackson, Public Utilities Commission  
LaWan Jones, Public Utilities Commission  
William Lee, Department of Emergency Management  
Brent Lewis, Department of Human Resources  
Diane Lim, Adult Probation  
Catherine McGuire, Juvenile Probation  
Maria Ryan, Department of Human Resources  
Anabel Simonelli, Mayor's Office  
Shawn Wallace, San Francisco Police Department  
Jeannie Wong, Controller's Office  
Commission File  
Chron

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2/6/2012

PROPOSED PERSONAL SERVICES CONTRACTS

Regular, Continuing, Annual

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Start Date- End Date
4077-11/12	13	Adult Probation	Regular	\$6,142,957	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 group services will be provided from dawn until dusk. These 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 a 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.	2/6/2012- 2/6/2017
4078-11/12	27	Airport Commission	Regular	\$1,450,000	Construction Management (CM) team with design-build and specialty design experience at airports to manage the design and construction and assist in the selection of a Design-Build Consultant for the West Field Cargo Development Project. The CM team will manage the design and construction of a new cargo building to replace an existing outdated cargo facility in the airport cargo area known as the West Field.	2/6/2012- 2/5/2014
4079-11/12	19	Building Inspection	Regular	\$1,750,000	To provide preparation, indexing, scanning and electronic imaging services required to convert all paper-based building plans/drawings into digital images for electronic retrieval through PaperVision document management system. Drawings vary in sizes from 11"X17", 16"X24", 24"X36", 36"X42", and 36"X48".	6/1/2012- 6/30/2017
4080-11/12	19	Building Inspection	Regular	\$5,000,000	To convert all 16mm and 35mm rolls of microfilm, and 25 boxes of old paper records dating back to 1906, containing building records into digital images for electronic retrieval through PaperVision document management system. The Department currently has 1,200 rolls of 16mm microfilm containing job cards, certificates of final completion, permits and miscellaneous documents, many of which date back mid 1930s. It is estimated that there are 2,500 frames per roll for a total of 3,000,000 frames with each roll likely to have 800 records to index for a total of 960,000 records. Further the Department has 3,500 rolls of 35mm microfilm with plans dating back to 1940s. Each roll has approximately 500 frames per roll for a total of 1,750,000 frames and each roll will have approximately 50 records to index for a total of 175,000 records. Indexing, including researching missing information and quality control, of the converted records will be done by in-house staff.	6/1/2012- 6/30/2017
4081-11/12	09	Controller	Regular	\$2,000,000	Provide underwriter, investment banking, and credit enhancement services to the City in connection with the issuance, marketing and distribution of its fixed-rate debt obligations, variable-rate debt obligations, and commercial paper.	1/1/2012-12/31/2017
4082-11/12	77	Emergency Management	Regular	\$200,000	The contractor will provide the Bay Area UASI Approval Authority with legal counsel and advise the body on various matters pertaining to open meetings, grants administration, or other issues that may arise.	3/1/2012- 2/29/2016

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PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Start Date - End Date
4083-11/12	77	Emergency Management	Regular	\$879,536	The contractor will assist Bay Area counties and cities in the development of a Regional Logistics Plan with an emphasis on the coordination of logistic operations and priorities for distribution of scarce resources between local, state and federal levels in a catastrophic event. The Regional Logistics Plan will be used to develop county and core city plan templates as well as applicable annexes to Regional Emergency Coordination Plan (RECP), to encompass all phases of logistic planning.	3/1/2012 - 7/30/2013
4084-11/12	33	Human Resources	Regular	\$260,000	The consultant will oversee the development and administration of promotional exams for the Fire Department ranks of H-20 Lieutenant and H-40 Battalion Chief, and defend those selection processes against legal challenge as necessary.	7/1/2012 - 6/30/2015
4085-11/12	12	Juvenile Court	Regular	\$95,000	The Ombudsperson is responsible for resolving grievances submitted by detained youth at JPD detention facilities. Contractor will serve as a neutral and independent agent who is a liaison between detainees, their parents/ guardians and Department staff. When a youth files a grievance, contractor shall investigate and resolve through appropriate means including mediation between the youth and the Department and where appropriate shall recommend procedural changes as part of the recommended resolution of a grievance.	4/1/2012 - 3/31/2014
4086-11/12	25	Mayor	Regular	\$400,000	The contractor will assist the Mayor's Office of Public Policy and Finance staff in making decisions in a variety of layout, content, design, and production issues related to the annual Mayor's Proposed Budget Book.	2/1/2012 - 6/30/2016
4087-11/12	35	Municipal Transportation Agency	Regular	\$5,400,000	The San Francisco Municipal Transportation Agency (SFMTA) requires medical cost containment services for workers' compensation claims administration. Services include medical bill review, adjustments per fee schedules, and utilization review using state of the art system software. Services must meet the State of California's electronic data interchange (EDI) requirements for data entry and reporting injuries and illnesses. All medical bill review staff must be certified as meeting the California Department of Insurance's qualifications for experience in this field.	7/1/2012 - 9/30/2022
4088-11/12	35	Municipal Transportation Agency	Regular	\$34,000,000	The San Francisco Municipal Transportation Agency (SFMTA) is self-insured for Workers' Compensation (Workers' Comp) and existing claims are currently adjusted by a third party administrator (TPA). The contractor will provide claims adjusting and consulting services for existing and new claims for Workers' Comp benefits filed by SFMTA employees. Services include: claims review and compensability determination; payment of statutory benefits, medical providers and ancillary claims services; vendor management for bill review; investigative services; coordination of claims defense with the City Attorney; management of benefit delivery system; and data collection and management.	1/1/2012 - 8/30/2022
4089-11/12	38	Police	Regular	\$100,000	Contractor will regularly inspect, maintain and perform all repairs on the Police Department's four evidence freezers. Three of the freezers are located at Building #606 Hunters Point Shipyard and one freezer is located at the Hall of Justice, 850 Bryant Street.	2/1/2012 - 1/31/2015

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PROPOSED PERSONAL SERVICES CONTRACTS

Regular, Continuing, Annual

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Start Date - End Date
4090-11/12	38	Police	Regular	\$140,000	The Veterinarian will provide routine and emergency medical care for up to twenty horses assigned to the SFPD Mounted Unit. The service average fifteen visits per year. The Veterinarian will also perform pre purchase horse examinations.	7/1/2012- 6/30/2016
4091-11/12	38	Police	Regular	\$140,000	Shoeing and trimming the hooves of each police horse, once every six weeks, for a herd of up to twenty police horses. Contractor must also be able to advise on any possible horses that may be fit for possible purchase by the SFPD. Contractor will be available for emergency calls to replace thrown shoes, and to consult with the veterinarian regarding special or corrective needs.	7/1/2012- 6/30/2016
4092-11/12	40	Public Utilities Commission	Regular	\$9,000,000	The scope of work is to augment, assist and support Program Controls & Support Bureau (PCSB0 staff in the administration, improvement and programmin of PCSB's Primavera-based Program Control System to integrate it with various other databases, and generate reports and update capital program and project data. (This is not to provide scheduling and cost estimating services.)	-

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PROPOSED PERSONAL SERVICES CONTRACTS  
 MODIFICATION TO INCREASE CONTRACT AMOUNT/DURATION

PSC No	DeptNo	Dept Description	Approval Type	Modified Amount	Cumulative Total	Description of Work	Start Date - End Date
4000-09/10	25	Mayor	Regular		\$180,000	Processing title changes for below market rate condominium conversion low/moderate income homeowners according to precise instructions from the City and County of San Francisco. Recording closing documents and ensuring completeness. Disbursing and collecting escrow fees when appropriate. However, a lawsuit objecting to various aspects of the Ordinance was filed at Federal Court on May 13, 2009 and later refiled at State Court on August 6, 2010. There are currently 65 named plaintiffs in the case who were granted a preliminary injunction and waiver to the Ordinance deadline on January 18, 2011. As such, the Mayor's Office of Housing may be required to allow these owners to select an option under the Ordinance in the future and will need the assistance of Chicago Title (contractor) to process these transactions.	6/7/2009 - 3/30/2015
4098-07/08	39	Port Commission	Regular	\$110,000	\$1,910,000	Evaluate and design from concept through construction observation, a proposed 1.3 acre public space to be built adjacent to the historic seawall and within San Francisco Bay in the South Beach neighborhood.	2/1/2008 - 12/31/2013

Sum of Modified Amounts: \$110,000