



**CIVIL SERVICE COMMISSION  
CITY AND COUNTY OF SAN FRANCISCO**

**LONDON N. BREED  
MAYOR**

**Sent via Electronic Mail**

April 16, 2024

**NOTICE OF CIVIL SERVICE COMMISSION ACTION**

**SUBJECT:     REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES  
CONTRACT 41060-23/24; 44729-23/24; 42465-23/24; 41063-23/24;  
46213-23/24; 46649-23/24; 42294-23/24; 39913-23/24; AND 44812-20/21.**

At its meeting on **April 15, 2024**, the Civil Service Commission had for its consideration the above matter.

The Civil Service Commission:

- 1) Approved PSC #42465-23/24 from the Arts Commission through July 1, 2024, subject to completion of technical improvements of the PSC database; if the applicable technical improvements are not completed by July 1, 2024, the PSC 42465-23/24 shall be calendared for further consideration by the Commission.
- 2) Approved PSC #42294-23/24 from Public Utilities Commission (SFPUC) subject to report back from the SFPUC on discussions with the Department of Public Works about coordinating the use of pre-approved construction management funds (\$45 million contract – 45988 – 23/24).
- 3) Approved PSC #39913-23/24 from the Police Department.
- 4) Adopted the report. Approved the remaining requests for proposed Personal Services Contract: Notify 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.

**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**

Attachment

Cc:     Matthew Ahn, Early Childhood  
        Cynthia Avakian, Airport Commission  
        Hong Gong, Sheriff  
        Shawndrea Hale, Public Utilities Commission  
        Daniel Kwon, Public Utilities Commission  
        Lynn Khaw, Office of the City Administrator  
        Vicent Lee, Police  
        Joan Lubamersky, Office of the City Administrator  
        Kevin R. Quan, Arts Commission  
        Commission File  
        Chron

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: SHERIFF

Dept. Code: SHF

Type of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 44812 - 20/21)

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

Type of Service: Pretrial Consulting Services

Funding Source: General Fund

PSC Original Approved Amount: \$19,830,206 PSC Original Approved Duration: 07/01/21 - 06/30/24 (3 years)

PSC Mod#1 Amount: \$14,905,123 PSC Mod#1 Duration: 07/01/24-06/30/26 (2 years)

PSC Cumulative Amount Proposed: \$34,735,329 PSC Cumulative Duration Proposed: 5 years

**1. Description of Work**

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

The San Francisco Sheriff's Office has made it a top priority to reduce recidivism and improve the outcomes of the incarcerated population and offering alternatives to incarceration while maintaining public safety. A key component of this effort is to provide effective pretrial 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

B. Explain why this service is necessary and the consequence 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.

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 44812 - 20/21

D. Will the contract(s) be renewed?

The contract shall have an original term of three years. In addition, the City shall have two options to extend the term for a period of one year each, which the City may exercise in its sole, absolute discretion.

- 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:

**2. Reason(s) for the Request**

A. Display all that apply

- ☒ Services that require resources that the City lacks (e.g., office space, facilities or equipment with an operator).

Explain the qualifying circumstances:

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. Proposed services required subject matter expertise that is currently not available within the City. Services were provided via a Grant Contract with the Sheriff's Office.

B. Reason for the request for modification:

Amend the contract to increase CODB for FY24-25 and FY25-26.

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

A. Specify required skills and/or expertise: All proposers should have qualified staff with demonstrated competencies in their assigned duties. Case management staff should be knowledgeable about strategies for effectively engaging the client population including, cultural, language and gender-related competencies. Case managers should have a basic understanding of behavioral health disorders and understand how these illnesses could impact pretrial success. All program staff shall have training in recognizing and respecting all people's gender identity and successfully complete Prison Rape Elimination Act (PREA) training provided by the SFSO during the civilian orientation. The department is contracting units of service and expects that when a contractor's employee is absent from work, for whatever reason, a fully qualified employee (as identified previously) will replace them.

B. Which, if any, civil service class(es) normally perform(s) this work? 8530, Deputy Probation Officer SFERS;

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.

Many jurisdictions have utilized sworn probation officers to conduct this work, but San Francisco has invested in a non-profit staff of criminal history specialists that prepare or work ups and risk assessments for the court and case managers who link clients to services and monitor court compliance.

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: San Francisco has successfully provided this service through a partnership with an independent 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.

**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.

All program staff shall have training in recognizing and respecting all people's gender identity and successfully complete Prison Rape Elimination Act (PREA) training provided by the SFSO during the civilian orientation. No specified hours of training.

- 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.  
Exercising contract option to extend terms

**7. Union Notification:** On 03/11/24, the Department notified the following employee organizations of this PSC/RFP request:  
Probation Officers Association;

☒ I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS FORM IS COMPLETE AND ACCURATE:

Name: Peggy Zee Phone: 4155547229 Email: peggy.zee@sfgov.org

Address: 1 Dr. Carlton B Goodlett Place Room 456, San Francisco, CA 94102

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 44812 - 20/21

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 04/15/2024

# **Receipt of Union Notification(s)**

## Receipt of Modification Request to PSC # 44812 - 20/21 - MODIFICATIONS

dhr-psccordinator@sfgov.org <dhr-psccordinator@sfgov.org>

on behalf of

peggy.zee@sfgov.org <peggy.zee@sfgov.org>

Mon 3/11/2024 11:58 AM

To: Zee, Peggy (SHF) <peggy.zee@sfgov.org>; sfdpoa@icloud.com <sfdpoa@icloud.com>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>

PSC RECEIPT of Modification notification sent to Unions and DHR

The SHERIFF -- SHF has submitted a modification request for a Personal Services

Contract (PSC) for \$14,905,123 for services for the period July 1, 2024 – June

30, 2026. 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/22154>

Email sent to the following addresses: sfdpoa@icloud.com

## **Additional Attachment(s)**

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: SHERIFF -- SHF

Dept. Code: SHF

Type of Request: ☒ Initial ☐ Modification of an existing PSC (PSC # \_\_\_\_\_)

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

Type of Service: Pretrial Consulting Services

Funding Source: General Fund

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PSC Amount: \$19,830,206

**1. Description of Work**

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

The San Francisco Sheriff's Office has made it a top priority to reduce recidivism and improve the outcomes of the incarcerated population and offering alternatives to incarceration while maintaining public safety. A key component of this effort is to provide effective pretrial 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

**B. Explain why this service is necessary and the consequence 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.

**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.**

The City and County of San Francisco was one of the first jurisdictions in the country to have an alternative to money bail and has contracted with non-profit providers to provide Own Recognition services for approximately 50 years.

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

The contract shall have an original term of three years. In addition, the City shall have two options to extend the term for a period of one year each, which the City may exercise in its sole, absolute discretion.



- 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.  
not applicable

**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).

- B. Explain the qualifying circumstances:

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. Proposed services required subject matter expertise that is currently not available within the City. Services were provided via a Grant Contract with the Sheriff's Office.

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

- A. Specify required skills and/or expertise: All proposers should have qualified staff with demonstrated competencies in their assigned duties. Case management staff should be knowledgeable about strategies for effectively engaging the client population including, cultural, language and gender-related competencies. Case managers should have a basic understanding of behavioral health disorders and understand how these illnesses could impact pretrial success. All program staff shall have training in recognizing and respecting all people's gender identity and successfully complete Prison Rape Elimination Act (PREA) training provided by the SFSO during the civilian orientation. The department is contracting units of service and expects that when a contractor's employee is absent from work, for whatever reason, a fully qualified employee (as identified previously) will replace them.
- B. Which, if any, civil service class(es) normally perform(s) this work? 8530, Deputy Probation Officer SFERS;
- 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?**

Proposed services required subject matter expertise that is currently not available within the City. Services were provided via a Grant Contract with the Sheriff's Office.

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

- A. Explain why civil service classes are not applicable.  
Many jurisdictions have utilized sworn probation officers to conduct this work, but San Francisco has invested in a non-profit staff of criminal history specialists that prepare or work ups and risk assessments for the court and case managers who link clients to services and monitor court compliance.
- 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. San Francisco has successfully provided this service through a partnership with an independent 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.

**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 contract? If so, please explain what that will entail; if not, explain why not.  
No. All program staff shall have training in recognizing and respecting all people's gender identity and successfully complete Prison Rape Elimination Act (PREA) training provided by the SFSO during the civilian orientation. No specified hours of training.
- 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. The current incumbent contractor for this service is permitted to submit in response to this solicitation.

**7. Union Notification:** On 09/21/2020, the Department notified the following employee organizations of this PSC/RFP request:  
Probation Officers Association

☐ I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS FORM IS COMPLETE AND ACCURATE:

Name: Lorena Marquez Phone: Email: Lorena.Marquez@sfgov.org

Address: 1 Dr. Carlton B Goodlett Place Room 456 San Francisco, CA 94102

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 44812 - 20/21

DHR Analysis/Recommendation:

action date: 11/16/2020

Commission Approval Required

Approved by Civil Service Commission

11/16/2020 DHR Approved for 11/16/2020