

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: HEALTH SERVICE SYSTEM -- HSS Dept. Code: HSS

Type of Request: Initial Modification of an existing PSC (PSC # _____)

Type of Approval: Expedited Regular (Omit Posting)

Type of Service: Professional Services - ECM

Funding Source: General Fund PSC Duration: 1 year 1 day
PSC Amount: \$70,000 PSC Est. Start Date: 10/01/2015 PSC Est. End Date: 10/01/2016

1. Description of Work

A. Scope of Work:

The vendor's software engineers will assist the Health Service System staff in creating, implementing and maintaining an enterprise content management system (ECM). The project will include design, creation and training for a new ECM system that is HIPAA compliant. These services will require technical expertise and knowledge of proprietary software that the City does not have.

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

The Health Service System is in the process of migrating to Peoplesoft 9.2 (eMerge). It does not provide document management which would prohibit the integration of over 250,000 member records which contain PHI. The HSS will be selecting an ECM vendor that will provide document management, records management, image processing and content workflow. Implementation of an ECM will provide a central repository for managing documentation.

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.
All records are stored in a file room.

D. Will the contract(s) be renewed? No

2. Union Notification: On 08/03/2015, the Department notified the following employee organizations of this PSC/RFP request: Professional & Tech Engrs, Local 21,

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 36600 - 15/16

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 08/12/2015

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise:
Knowledge of proprietary ECM software products and implementation.

- B. Which, if any, civil service class(es) normally perform(s) this work?
1043,1044,

- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:
No

4. Why Classified Civil Service Cannot Perform

- A. Explain why civil service classes are not applicable:
This is a short term project that requires proprietary technical knowledge.

- B. Would it be practical to adopt a new civil service class to perform this work? Explain.
No, this project requires proprietary technical knowledge of vendor software and additional support and training is required.

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?
See Training Attachment | <input checked="" type="checkbox"/> | <input 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? Board approved Professional Services ECM | <input checked="" type="checkbox"/> | <input 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 08/12/2015 BY:

Name: Pamela Levin Phone: 415-554-0649 Email: pamela.levin@sfgov.org
 Address: pamela.levin@sfgov.org San Francisco, CA