

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

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

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

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

Type of Service: ECM-Software Licenses and Software Maintenance

Funding Source: Heath Service System Trust Fund PSC Duration: 6 years 22 weeks
PSC Amount: \$359,163 PSC Est. Start Date: 08/01/2019 PSC Est. End Date: 01/02/2026

1. Description of Work

A. Scope of Work:

There are no professional services for this Amendment, as this is only for on-going software licenses and associated maintenance. These proprietary software licenses and associated maintenance facilitates the capturing, organizing, indexing, retrieving, and storage of sensitive San Francisco Health Service System (SFHSS) documents, pertaining to the health claims process, to ensure compliance with the Health Insurance Portability and Accountability Act (HIPAA). This Enterprise Content Management software solutions suite interfaces with other SFHSS systems, such as PeopleSoft and SalesForce Customer Relationship Management System. This PSC is being posted for transparency purposes

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

SFHSS has gone paperless, and this is the only manner which sensitive San Francisco Health Service System (SFHSS) documents can be electronically archived. The Department current does not have space for the on-site storage of sensitive materials.

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.

There are no professional services for this Amendment, as this is only for on-going software licenses and associated maintenance. SFHSS continues to receive the software through the existing vendor, Hyland LLC. This PSC is being posted for transparency purposes

D. Will the contract(s) be renewed? This is the renewal, which is intended to be a long term Agreement.

2. Union Notification: On 05/22/2019, the Department notified the following employee organizations of this PSC/RFP request: all unions were notified

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 45188 - 18/19

DHR Analysis/Recommendation:

08/05/2019

Commission Approval Required

DHR Approved for 08/05/2019

Approved by Civil Service Commission

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

There are no professional services for this Amendment, as this is only for on-going software licenses and associated maintenance.

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:
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4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

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

There are no professional services for this Amendment, as this is only for on-going software licenses and associated maintenance.

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 attachment "Training" | <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? See Attachment "Contract Notes" | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD ON 06/24/2019 BY:

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