

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: ADULT PROBATION

Dept. Code: ADP

Type of Request: Initial Modification of an existing PSC (PSC # 4050 10/11)

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

Type of Service: Purchase, Installation and training of COMPAS copyrighted software program

Funding Source: Federal Grant and General Fund

PSC Original Approved Amount: \$474,000

PSC Original Approved Duration: 09/30/10 - 09/29/13 (3 years)

PSC Mod#1 Amount: \$235,000

PSC Mod#1 Duration: 09/30/13-03/31/15 (1 year 26 weeks)

PSC Mod#2 Amount: \$290,300

PSC Mod#2 Duration: 04/01/15-06/30/16 (1 year 13 weeks)

PSC Mod#3 Amount: no amount added

PSC Mod#3 Duration: 07/01/16-06/30/21 (5 years 1 day)

PSC Mod#4 Amount: no amount added

PSC Mod#4 Duration: 07/01/21-06/30/22 (1 year)

PSC Cumulative Amount Proposed: \$999,300

PSC Cumulative Duration Proposed: 11 years 39 weeks

1. Description of Work

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

The San Francisco Adult Probation Department (APD) will procure the Correctional Offender Management Profiling for Alternative Sanctions (COMPAS) copyrighted software program from Northpointe Institute for Public Management, Inc. for implementing a risk/needs assessment and case management consolidated software business solution that meets APD's workflow and data information needs which includes a Justice Tracking Information System (JUSTIS) Interface and Supervise Released File Functionality.

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

See attachment for more information.

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 4050 10/11

D. Will the contract(s) be renewed?

Yes, only the software license will be renewed in the future.

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:

This PSC is for the procurement of a software application to manage comprehensive data from the Adult Probation Department (APD). The need to store and manage data using this software application is ongoing and extends beyond five years.

2. Reason(s) for the Request

A. Display all that apply

Immediately needed services to address unanticipated or transitional situations, or services needed to address emergency situations.

Regulatory or legal requirements, or requirements or mandates of funding source(s) which limit or preclude the use of Civil Service Employees. Include a copy of the applicable requirement or mandate.

Explain the qualifying circumstances:

Senate Bill 678 mandates the use of a risk/needs assessment which is the software that is being contracted for. The Superior Court will also be using the contracted risk and needs assessment software.

B. Reason for the request for modification:

Extend expiration date only. No other changes.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: No other vendor could reach the same level of competence as COMPAS is copyrighted software and under contract to California Department of Corrections and Rehabilitation (CDCR) to provide Risk and Needs Assessment software for the next two years. COMPAS has 600,000 completed risk and needs assessments which APD and other criminal justice agencies will have access to.

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 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.

COMPAS is proprietary software that only NorthPointe has the expertise in installing and configuring it. After NorthPointe installs and configures the COMPAS software, the company will provide training to the City employees for further day-to-day operation.

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: No. The installation of the

COMPAS proprietary software is a one-time project. This software is copyrighted and cannot be installed by Civil Service Personnel without violating the copyright.

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.
See attachment for more information.
- C. Are there legal mandates requiring the use of contractual services?
See attachments for more information.
- 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.
See attachments for more information.
- 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.
No.

7. Union Notification: On 06/08/21, the Department notified the following employee organizations of this PSC/RFP request:
all unions were notified

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

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FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4050 10/11

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 06/17/2021