

SUMMARY OF CONTRACT REQUEST TO THE HEALTH COMMISSION

Contractor	Public Health Foundation Enterprises, Inc	Division/Section	SFHN
	12801 Crossroads Parkway South,	Exec. Administrator	Barbara A.Garcia
Address	Suite 200	DPH Administrator	Jonathan Fuchs
	City of Industry, CA 91746-2505	Program Administrator	Christine Slador <i>CS</i> Phone 554-2832
Contact	Blayne Cutler, MD, PHD – President CEO	Contract Analyst	Kristine Ly Phone 554-2778

Request for approval of a new contract with the Public Health Foundation Enterprises, Inc., in the amount of \$2,508,370 which includes a 12% contingency, to provide fiscal intermediary/management of the Capacity Building for High Impact HIV Prevention program services, for the period of April 1, 2014 through March 31, 2018 (4 years). PHFE indirect rate of 8% annually applies, for a total of \$165,896 over the four year term.

Sole Owner
 Non-Profit
 DBE
 RFQ– Number: 22-2013
 Date: 05/22/13
 New
 Renewal
 Mod
 Sole Source - Approval Date: _____

Number of years DPH has been doing business with this organization: New

<u>CONTRACT INFORMATION:</u>	<u>Prior Transaction</u>	<u>Proposed Transaction</u>	<u>Annualized Difference*</u>
	(new)	04/01/14-03/31/18	
Funding Sources:			
Federal Centers for Disease Control & Prevention (04/01/14-03/31/15)		\$559,904	\$559,904
Federal Centers for Disease Control & Prevention (04/01/15-03/31/16)		\$559,904	\$559,904
Federal Centers for Disease Control & Prevention (04/01/16-03/31/17)		\$559,904	\$559,904
Federal Centers for Disease Control & Prevention (04/01/17-03/31/18)		\$559,904	\$559,904
12% Contingency		\$268,754	\$268,754
TOTAL PROGRAM		\$2,508,370	\$2,508,370
Contract FTE		3.5	

PROPOSED:

<u>Mode(s) of Service & Unit of Service Definition</u>	<u>No. Of Clients</u>		<u>Number Of Units</u>	<u>Unit Cost</u>
	<u>— Duplicated</u>	<u>— Unduplicated</u>		
<u>Annual UOS</u>				
<u>Program Month (1 UOS – 1 Month)</u>	N/A		12	\$46,658.67

Explanation of Service:

Under this contract, Public Health Foundation Enterprises, Inc. will provide fiscal intermediary/management for the “Capacity Building for High Impact HIV Prevention” project and for compliance and adherence with the City and County of San Francisco and its grantor’s (Center for Disease Control and Prevention) fund management policies to ensure project success.

Staff will provide program management, technical assistance, training and fiscal management services to manage the Capacity Building for High-Impact HIV Prevention program. The San Francisco Capacity Building Assistance Program (CBA) provides evidence-based CBA services to health departments to improve their ability to conduct high-impact, combination HIV prevention in their jurisdictions, with a particular emphasis on improving their ability to provide high-impact HIV Testing and Prevention with High-Risk Negative Persons, and to create Policy.

Fiscal Management for this program consists of developing and monitoring the budget; managing employee payroll and benefits; and maintaining all program documentation as related to this contract.

The negotiated indirect rate for the PHFE - CBA program is 8% annually, for a total indirect rate of \$165,896 over the four year term.

Monitoring Report/Program Review & Follow-Up:

The contract services will be monitored by the Department as required.

Public Health Foundation Enterprises, Inc will work primarily with the SFDPH Program Administrator responsible for the SFHOT contract, but will also interface with other members of the SFDPH and/or other City departments throughout the course of the project as appropriate. The SFDPH Program Administrator will be responsible for assessing and tracking all information related to the accomplishment of each phase of the project.

Nondiscrimination and Cultural Competency:

The Department will work closely with the contractor to ensure that their cultural competency plan is current and in compliance with Departmental procedures.

Listing of Board of Directors and Executive Director:

Erik D. Ramanathan
Tamara Joseph
Delvecchio Finely
Blayne Cutler
Scott Filer
Peter D. Jacobson
Jean O’Connor

Bruce Y. Lai
Robert Jenks
Michael S. Ascher
Susan De Santi
Teri A. Burley
Patrick M. Libbey
Edward Yip

Recommendations:

The Department recommends approval of this contract.