


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	Marla X. Martinez
	City of Industry, CA 91746-2505	Program Administrator	Christine Siador 
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 \$6,152,039 which includes a 12% contingency, to provide fiscal intermediary/management of the San Francisco Homeless Outreach Team (SFHOT) program services, for the period of August 1, 2014 through June 30, 2015 (11 months). PHFE indirect rate of 12% applies, for a total of \$588,524.

Sole Owner
 Non-Profit
 DBE
 RFQ- Number: 8-2014
 Date: 3/31/14
 New
 Renewal
 Mod
 Sole Source - Approval Date: _____

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

CONTRACT INFORMATION:	Prior Transaction	Proposed Transaction	Annualized Difference*
	(new)	08/1/14-06/30/15	
Funding Sources:			
General Fund (08/01/14-06/30/15)		\$5,350,888	\$5,350,888
General Fund ((08/01/14-06/30/15)		\$142,004	\$142,004
12% Contingency		\$659,147	\$659,147
TOTAL PROGRAM		\$6,152,039	\$6,152,039
Contract FTE		42	

PROPOSED:

Mode(s) of Service & Unit of Service Definition	No. Of Clients		Number Of Units	Unit Cost
	Duplicated	Unduplicated		
UOS Term – 8/01/14-06/30/15				
SFHOT Start Up Month (1 UOS – 1 Month)	N/A		2	\$457,741
SFHOT Program Month (1 UOS – 1 Month)			9	\$508,601

Explanation of Service:

Under this contract, Public Health Foundation will provide Fiscal Management/Intermediary support to the San Francisco Homeless Outreach Team. This contract will facilitate the fiscal management services that supports the SFHOT contracted staff. Under the clinical direction of DPH staff, SFHOT contract employees conduct homeless outreach, engagement, housing placement, and provide linkages to medical, mental health and substance abuse services and wellness and recovery through community re-integration. This will be a collaborative project with close coordination with the San Francisco Department of Public Health (DPH) SFHOT Program Administrator.

Fiscal Management for this program consists of developing and monitoring the budget; managing employee payroll and benefits; dispersing programmatic expenditures such as client funds, peer stipends, training, supplies, equipment, and leases according to budget plan; and maintaining all program documentation as related to this contract.

The negotiated indirect rate for the PHFE - SFHOT program is 12% for a total indirect rate of \$588,524.

The San Francisco Homeless Outreach Team (SFHOT) is a highly visible program providing homeless outreach services throughout the City and County of San Francisco to homeless individuals. The team works closely with the Mayor’s Office, Board of Supervisors, Police and Fire Departments, Human Services Agency, BART and MUNI transit agencies and Business Improvement Districts.

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 | Bruce Y. Lai |
| Tamara Joseph | Robert Jenks |
| Delvecchio Finely | Michael S. Ascher |
| Blayne Cutler | Susan De Santi |
| Scott Filer | Teri A. Burley |
| Peter D. Jacobson | Patrick M. Libbey |
| Jean O’Connor | Edward Yip |

Recommendations:

The Department recommends approval of this contract.