


**SUMMARY OF CONTRACT REQUEST TO THE HEALTH COMMISSION**

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

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).

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

<u><b>CONTRACT INFORMATION:</b></u>	<u><b>Prior Transaction</b></u>	<u><b>Proposed Transaction</b></u>	<u><b>Annualized Difference*</b></u>
	<u>(new)</u>	<u>08/1/14-06/30/15</u>	
<b>Funding Sources:</b>			
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
<b>TOTAL PROGRAM</b>		<b>\$6,152,039</b>	<b>\$6,152,039</b>
Contract FTE		42	

<u><b>PROPOSED:</b></u>	<u><b>No. Of Clients</b></u>	<u><b>Number</b></u>	<u><b>Unit</b></u>
<u><b>Mode(s) of Service &amp; Unit of Service Definition</b></u>	<u>Duplicated</u>	<u>Of</u>	<u>Cost</u>
	<u>Unduplicated</u>	<u>Units</u>	
<u><b>UOS Term – 8/01/14-06/30/15</b></u>			
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 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:**

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

**Recommendations:**

The Department recommends approval of this contract.