



**Edwin M. Lee,
Mayor**

**Greg Wagner,
Chief Financial Officer**

MEMORANDUM

May 28, 2015

TO: President Ed Chow, M.D.,
and Honorable Members of the Health Commission

THROUGH: Barbara Garcia, Director, Department of Public Health

FROM: Michelle Ruggels, Director, DPH Business Office *MR*

RE: Discussion of Commission Review Process for DPH Contracts

At the June 2 Commission hearing we have calendared an item to discuss sole source contracts. Documents being distributed to the Commission include:

- A Power Point presentation summarizing City ordinances related to sole source contracts and DPH reporting and compliance practices
- A table summarizing Administrative code requirements and associated reporting
- The annual Board of Supervisors report on FY 2014-15 sole source contracts
- The annual request to the Health Commission for sole source authority under Administrative Code Section 21.42
- A report detailing actual spending and actual usage of sole source contracts, by category

At the meeting, we plan to:

- Review legal requirements and historical administrative processes around sole source contracts
- Request the Commission's approval of the annual request to the Health Commission for sole source authority under Administrative Code Section 21.42
- Have a general discussion around how and when DPH uses sole source contracts, whether the information currently provided meets the Commission's needs, and what if any additional information may be useful.

