

SUMMARY OF CONTRACT REQUEST TO THE HEALTH COMMISSION

Contractor	<u>Public Health Foundation Enterprises, Inc</u>	Division/Section	<u>SFHN</u>
	<u>12801 Crossroads Parkway South,</u>	Exec. Administrator	<u>Barbara A.Garcia</u>
Address	<u>Suite 200</u>	DPH Administrator	<u>Susan Philip MD</u> <i>CS</i>
	<u>City of Industry, CA 91746-2505</u>	Program Administrator	<u>Nora Macias</u> Phone <u>487-5509</u>
Contact	<u>Blayne Cutler, MD, PHD – President CEO</u>	Contract Analyst	<u>Kristine Ly</u> Phone <u>554-2778</u>

Request for approval of a new contract with the Public Health Foundation Enterprises, Inc., in the amount of **\$819,271** which includes a 12% contingency, to provide fiscal intermediary/management of the “Getting to Zero Consortium” initiative” and Medical Respite Expansion Renovation Project services, for the period July 1, 2015 through June 30 2018 (3 years).

PHFE indirect rate of 10.8% annually applies, for a total of \$71,301 over the three year term.

Profit Non-Profit LBE 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: 20+

<u>CONTRACT INFORMATION:</u>	<u>Prior Transaction</u> (new)	<u>Proposed Transaction</u> 07/01/15-06/30/18	<u>Annualized Difference*</u>
Funding Sources:			
General Fund (FY15/16)		\$355,519	\$355,519
General Fund (FY16/17)		\$287,117	\$287,117
General Fund (FY17/18)		\$88,856	\$88,856
12% Contingency		\$87,779	\$87,779
TOTAL PROGRAM		\$819,271	\$819,271
Contract FTE		6.2	6.2

<u>PROPOSED:</u>	<u>No. Of Clients</u> ____ Duplicated ____ Unduplicated	<u>Number Of Units</u>	<u>Unit Cost</u>
Mode(s) of Service & Unit of Service Definition			
Program Staff Hours FY15/16 (1 UOS – 1 Hour)	N/A	3,740	\$95.06
Program Staff Hours FY16/17 (1 UOS – 1 Hour)	N/A	2,320	\$123.76
Program Staff Hours FY17/18 (1 UOS – 1 Hour)	N/A	400	\$222.14

Explanation of Service:

Under this contract, Public Health Foundation Enterprises, Inc. will provide fiscal intermediary/management for the “Getting to Zero Consortium Initiative” and Medical Respite Expansion Renovation program services, and will comply with City and County of San Francisco general management policies to ensure project success.

The Getting to Zero Consortium is an initiative to prevent and control the spread of HIV/AIDS in San Francisco. The Getting to Zero Consortium targets the following populations: gay and bisexual men and other men who have sex with men (MSM), of which are at high risk for acquiring or transmitting HIV and AIDS, as well as Sexually Transmitted Diseases and other communicable disease.

The Medical Respite Expansion Renovation Project will create and provide ongoing support for 30 new medical respite beds for homeless patients with chronic medical needs. This expansion will create a shelter-like environment to address the medical needs of clients that cannot be adequately supported in the existing homeless shelter system. This contract supports the coordination, site management and implementation.

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 is 10.8% annually, for a total indirect rate of \$203,367 over the three year term.

Monitoring Report/Program Review & Follow-Up:

Services will be monitored by the Department as required.

Public Health Foundation Enterprises, Inc, will work primarily with the DPH Program Administrator responsible for the contract, but will also interface with other members of DPH and/or other City departments throughout the course of the project, as appropriate. The 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.