MEMORANDUM

DATE: June 2, 2017

TO: The Honorable Members of the Health Commission Finance and Planning Committee

THROUGH: Barbara Garcia
Director, Department of Public Health

FROM: Jacquie Hale, Director, Office of Contract Management and Compliance
DPH Business Office

RE: Request for approval of contracts to be designated as potential sole source, professional services contracts for health, behavioral health, and support services provided by non-profit contractors, as authorized by San Francisco Administrative Code Section 21.42.

Attached for your approval is a list of contracts designated as potential sole source professional services contracts for health, behavioral health, and support services provided by non-profit contractors, as authorized by San Francisco Administrative Code Section 21.42, also referred to as a “DPH Sole Source List.”

Chapter 21.42 authorizes the SF Health Commission to designate as sole source, professional services contracts for health, behavioral health and support services provided by non-profit organizations, when recommended by the Department where such services are:

1. Unique to the DPH, and
2. Consistent with its mission and goals, and
3. Require specialized knowledge, training, personnel, facilities or other resources that are known to be provided by a limited number of non-profit contractors.

For FY 16/17, the Commission approved a list that had been significantly updated, and including the majority of current Behavioral Health Services contractors, pending the completion of RFPs/RFQs in 2016 and 2017. Those RFPs/RFQs are underway and are expected to be completed in FY17-18. Approval of this list will allow the Department to continue these services until selections are made under these RFPs/RFQs and contracts are negotiated, developed, reviewed and certified.

During FY16-17, DPH has used organizations from the Health Commission approved, Ch. 21.42 DPH Sole Source List to enter into multiple sole source contracts to meet routine sole source needs. That usage is shown on a companion report, “DPH Sole Source Usage Report FY16-17.”
For the FY17-18 list we respectfully request to:

- **Delete housing and other contractors from the list.**

  We request that some longtime housing contractors be deleted, as these contracts have transferred to the new Department of Homelessness and Supportive Housing:

  44 McAllister Associates  
  473 Ellis LP  
  Chinatown Community Development Center  
  Community Housing Partnership  
  Glide Community Housing  
  GP TODCO A Inc.  
  Mercy Housing California  
  Mercy Services Corp.  
  Mission Creek Senior Community  
  Parkview Terrace Partners LP  
  Plaza Apartments Associates  
  Providence Foundation SF  
  San Francisco Network Ministries  
  Steppingstone  
  Tenderloin Neighborhood Development Corp.

  We also request that the following providers be deleted from the list, as it has been some time since they have had a contract with the Department:

  Asian Week Foundation  
  Bay Area Young Positives  
  California Family Health Council  
  Internet Sexuality Information Services  
  La Casa de las Madres  
  Polaris (Black Infant Health Project)  
  Rebekah Children's Services  
  Rebuilding Together - San Francisco  
  San Francisco Bicycle Coalition  
  S.F. Psychoanalytic Institute and Society

- **Keep current contractors on the list.** We expect many of the current contractors on the list to be selected under RFPs/RFQs by the end of FY17-18.

  The Commission has approved the current contracts on the list for FY16-17, and has approved extending those contracts—mostly Behavioral Health Services contracts—through December 31, 2017. Approval of current contracts on the FY17-18 list will enable processing of encumbrances and payments for the remaining six months of the extension period, July 1, 2017, through December 31, 2017. In addition, in order to provide continuity of services, we are requesting approval of current contractors for the full FY17-18, in order to enable the Department to reallocate funding among contractors more quickly and to facilitate transitions.

- **Keep providers who are not current contractors on the list.** While our criteria for removing a vendor from the DPH Sole Source List includes a vendor not being active for the past five years, we would also like to request that the following contractors who did not have a current contract in FY16-17 remain on list, as these contractors have either had contracts with DPH in the recent past or have missions/services that are related to DPH’s mission and services which may meet unanticipated needs:

  Alta Bates Summit Medical Center  
  California Pacific Medical Center  
  Chinese Hospital-Excelsior Health Services  
  Community Initiatives  
  Hamilton Family Center  
  Henry J. Kaiser Family Foundation  
  Lavender Youth Rec. & Info. Center  
  Lighthouse for the Blind Visually Impaired  
  Lincoln Child Center  
  Livable City  
  North East Medical Services (NEMS)  
  Salvation Army  
  SAGE Project  
  S.F. Lesbian, Gay, Bisexual & Transgender Community Center  
  St. Vincent de Paul Society