

SUMMARY OF CONTRACT REQUEST TO THE HEALTH COMMISSION

Contractor	WipFli LLP	Division/Section	SFDPH, SFHN, Professional Services
Address	505 14th Street, 5th Floor	Deputy Director	Roland Pickens
	Oakland, CA 94612	DPH Administrator	Valerie Inouye <i>Valerie Inouye</i>
Contact	Steven Rouso	Program Administrator	Valerie Inouye Phone 628-206-6507
	President	Contract Analyst	Jonathan Lyens Phone 415-554-2886

Request for approval of a new contract with WipFli LLP to provide professional consulting services related to Federally Qualified Health Centers (FQHC) issues. The total contract amount is \$640,360, which includes a 12% contingency and an option to extend the contract for a maximum of 2 one-year additional terms. The term of the contract including options is for the period October 1, 2018 to September 30, 2023 (60 months)

☒ Profit ☐ Non-Profit ☐ LBE ☒ RFP- Number: CON2017-12 Date: 11-28-17

☒ New ☐ Renewal ☐ Mod ☐ GPO

Number of years DPH has been doing business with this organization: 0

<u>CONTRACT INFORMATION:</u>	<u>Prior Transaction</u>	<u>Proposed Transaction</u>	<u>Annualized Difference*</u>
	(new)	10/1/2018 – 9/30/2021	
<u>Funding Sources:</u>			
General Fund		\$571,750	\$571,750
TOTAL DPH REVENUES		\$571,750	\$571,750
12% Contingency Amount		\$68,610	\$68,610
CONTRACT TOTAL		\$640,360	\$640,360
ANNUAL AMOUNT OF CONTRACT (estimate)		\$190,584	\$190,584
Agency Funds		-\$0-	-\$0-
Contract FTE		N/A	N/A

PROPOSED:

Mode(s) of Service & Unit of Service Definition	No. Of Clients	No. of Hours	Unit Cost
	N/A Duplicated		
1 UOS = 1 Projected Number of Hours	N/A Unduplicated		
General Consultative Services		286	\$375
Scope of Service Rate Adjustments – Preliminary Assessment		90	\$340
Scope of Service Rate Adjustments – Consolidated Projection		720	\$340
Obtain final Prospective Payment Systems Rate (PPS), Respond to auditors inquiries, assist with audit adjustments		40	\$340
Apply for a Prospective Payment Systems Rate (PPS) for Newly Established Federally Qualified Health Centers clinics		200	\$340
Assist SFDPH Obtain its Own Health Center Grantee Status (Section 330)		200	\$350
4 Quarterly Meetings to Review		64	\$375
Travel		Actual	\$13,500

Explanation of Service Change and Variances:

This is a new contract.

Monitoring Report/Program Review & Follow-up:

The contract services will be monitored by the Department as required. The SFDPH Program Administrator will be responsible for assisting and tracking all information related to the accomplishment of the project.

Nondiscrimination and Cultural Competency:

The Department will work closely with the contractor to ensure compliance with City and Departmental procedures.

Other Significant Issues:

Contractor will provide highly specialized consulting services in the area of Federally Qualified Health Centers (FQHC). Contractor will assist DPH in the complex analysis of establishing as many as six (6) new FQHCs and evaluate the ongoing value of DPH's current FQHC strategy. DPH will also have access to as-needed consulting hours for future FQHC and Section 330 strategy.

Wipfli LLP, established in 1930, is a limited liability partnership and headquartered in Milwaukee, Wisconsin. Wipfli LLP ranks among the largest CPA and consulting firms in the United States. Wipfli LLP services include Tax, Audit and Accounting, Consulting, Outsourcing, and Private Wealth Services to more than 1,800 clients.

SF Controller's Office conducted a formal solicitation request via RFQ CON-2017-12 and authorized SFDPH to utilize the RFQ. After review of the proposed engagement, the SF Controller's Office approved SFDPH to enter into direct contract negotiations with Wipfli LLP to provide consulting services regarding Federally Qualified Health Centers.

Listing of Board of Directors, Owners of 10% or More of the Firm, and Executive Director**Board of Directors**

Jef Munger
Kevin Janke
Greg Butler
Randy Mahoney
Lauri Roberts
Grant Eve
Rick Dreher

Owners of 10% or More of the Firm

Wipfli LLP has approximately 280 partners, none of whom own more than 1.5% of the firm.

Wipfli has a 7 member Board of Directors, all of whom are partners. Directors are elected by the partners and serve for a three year term, generally with a maximum of 2 consecutive terms.

Recommendations:

The Department recommends approval of this contract.