SUMMARY OF CONTRACT REQUEST TO THE HEALTH COMMISSION

<table>
<thead>
<tr>
<th>Contractor</th>
<th>The CSI Companies, Inc. dba CSI Healthcare IT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>9995 Gate Pkwy N, Suite 150, Jacksonville, FL 32246</td>
</tr>
<tr>
<td>Contact</td>
<td>Kate Mays, Program Administrator</td>
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</table>

**Contractor Information:**

- **Contractor:** The CSI Companies, Inc. dba CSI Healthcare IT
- **Address:** 9995 Gate Pkwy N, Suite 150, Jacksonville, FL 32246
- **Contact:** Kate Mays, Program Administrator

Request for approval of a new contract with The CSI Companies, Inc. dba CSI Healthcare IT (CSI) to provide professional services related to the management and delivery of as-needed staff and expertise to abstract legacy medical record data and transfer into SFDPH’s instance of Epic Electronic Health Record System. The total proposed contract amount is $448,000 which includes a 12% contingency for the initial term of April 1, 2019 to March 31, 2020. The contract has an option to extend the initial term for a maximum of 3 additional (1) year terms if there is a continued need for the services. The term of the contract including options is from April 1, 2019 to March 31, 2023 (48 months).

**CONTRACT INFORMATION:**

- **Funding Sources:**
  - General Fund
  - TOTAL DPH REVENUES
  - 12% Contingency Amount
  - CONTRACT TOTAL
  - ANNUAL AMOUNT OF CONTRACT (estimate)

**Proposed Transaction**

- 4/1/2019 – 3/31/2020
- $448,000

- Agency Funds: -$0-

**PROPOSED:**

- **Mode(s) of Service & Unit of Service Definition**
  - 1 UOS = 1 hour of training
  - Wave 1 Chart Abstractions (Rate for first 10,000 Charts)
  - OPTIONAL Wave 1 Additional Charts (Tiered rate for 5000 charts)
  - OPTIONAL Wave 1 Additional Charts (Tiered rate for 5000 charts)
  - Travel & Expenses (Budgeted Amount; Billed Actual)

- **No. Of Clients**
  - N/A
  - Duplicated
  - Unduplicated

- **No. of Units**
  - N/A
  - 10,000
  - 5000
  - 777

- **Unit Cost (Average)**
  - $24.48
  - $23.98
  - $23.48
  - $17,056
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:
CSI Healthcare IT was established to respond to the rapidly evolving healthcare IT market. CSI Healthcare IT provides staffing and strategic services to health systems across the United States. The unit was built by applying the firm’s proven recruiting methodologies to deliver the best healthcare IT talent. As CSI Healthcare IT continues to grow, the firm has invested in building specialized teams within the unit. These teams cover three key areas: implementation and post-live strategy and application work, training, and activation. Within the training and activation practices, the focused has been on developing and refining tools and methodologies to set us apart and continue to deliver value to clients.

The CSI Companies, Inc. dba CSI Healthcare IT will recommend a staffing model and onboard a chart abstraction team to accurately and successfully complete SFDPH’s volume of charts and abstraction scope. CSI will ensure that onboarded abstraction team and staff are able to provide 100% accuracy of the chart abstraction scope, and propose a staffing model most beneficial to SFDPH’s current environment and structure. CSI will provide professional services to track abstraction milestones, project status and outcomes, including performance metrics, error rates, and a plan for continuous improvement throughout the duration of chart abstraction services in order to meet the training needs of the Department of Public Health Electronic Health Record Project.

Under the requirements of RFP 40-2018, the resulting contract award has a mandatory 5% Local Business Enterprise (LBE) subcontracting requirement. For this contract, The Contract Monitoring Division has approved of the LBE subcontractor - GenSigma (Vendor #06191000231) to support CSI Healthcare IT in reaching the mandatory requirement.

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

<table>
<thead>
<tr>
<th>Board of Directors</th>
<th>Owners of 10% or more of the Firm:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graeme Maude, Director</td>
<td>RGF Staffing Delaware, Inc. / Recruit Global Staffing B.V.: 100% ownership</td>
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<tr>
<td>Jun Onimaru, Chief Financial Officer</td>
<td>Rafe Sanson, Chief Executive Officer</td>
</tr>
<tr>
<td>Leen Geirnaerdt, Director</td>
<td>Rob Zandbergen, Chairman</td>
</tr>
<tr>
<td>Makoto Kodani, Director</td>
<td>Seiki Hirotta, Director</td>
</tr>
</tbody>
</table>

Owners of 10% or more of the Firm:
RGF Staffing Delaware, Inc. / Recruit Global Staffing B.V.: 100% ownership

Executive Director
Rafe Sanson, Chief Executive Officer
There are no vacancies and no term limits for members or officers.

Recommendations:
The Department recommends approval of this contract.