

SUMMARY OF CONTRACT REQUEST TO THE HEALTH COMMISSION

Contractor	HealthSpace USA, Inc.	Division/Section	Environmental Health Branch		
Address	114 W. Magnolia Street, Suite 400	Deputy Director	Tomás J. Aragón		
	Bellingham, WA 98225	DPH Administrator	Stephanie Cushing		
Contact	Cameron Garrison	Program Administrator	June Weintraub	Phone	415-252-3973
	Director of Business Development	Contract Analyst	Cindy Rivas	Phone	415-554-2832

Request for approval of a new contract with HealthSpace USA, Inc., for the purchase of a fully configured version of HealthSpace Cloud Suite for the Environmental Health Branch of the Department of Public Health. The agreement shall be in the amount of \$1,698,003 for the period of January 1, 2020 to December 31, 2024 (60 months).

☒ Profit ☐ Non-Profit ☐ LBE ☒ RFP- Number: 12-2019 Date: 04/29/19

☒ New ☐ Renewal ☐ Mod ☐ Sole Source - Approval Date: _____

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)		
<u>Funding Sources:</u>			
General Fund		\$1,516,074	\$1,516,074
TOTAL DPH REVENUES		\$1,516,074	\$1,516,074
12% Contingency Amount		\$181,929	\$181,929
CONTRACT TOTAL		\$1,698,003	\$1,698,003
<i>Average ANNUAL AMOUNT OF CONTRACT (estimate)</i>		\$339,601	\$339,601
Agency Funds		-\$0-	-\$0-
Contract FTE		N/A	N/A

PROPOSED:

Mode(s) of Service & Unit of Service Definition	No. Of Clients		No. of Units	Unit Cost (Average)
	N/A	Duplicated		
	N/A	Unduplicated		
1 UOS = 1 Complete year and all phases				
Year 1 (Comprised of: Phase 0 to Phase 1, part 2)			1	\$389,940
Phase 0				
SaaS environment setup/configuration, logins for City project team, baseline product made available				
Phase 1				
Testing for Wave 1 Programs: CUPA, Refuse Lien, Food, Solution Production Usage Begins, Integration with CCSF Solutions Enabled in Production				
Phase 1 part 1				
Requirements defined, solution configured for CUPA, Refuse Lien, Food				
Phase 1 part 2				
CUPA CERS interface configured/Solution Production Usage Begins, Integration with CCSF Solutions Enabled in Production				
Year 2 (Comprised of: Phase 1, part 3 to Phase 3)			1	\$392,970
Phase 1 part 3				
Testing for Wave 1 Programs: CUPA, Refuse Lien, Food, Solution Production Usage Begins, Integration with CCSF Solutions Enabled in Production				

PROPOSED: (continued)

Mode(s) of Service & Unit of Service Definition	No. Of Clients		No. of Units	Unit Cost (Average)
	N/A	Duplicated		
	N/A	Unduplicated		
1 UOS = 1 Annual Fee				
Phase 2				
Massage, Solid Waste, Water Quality Production Usage Begins				
Phase 3				
Air, Healthy Housing, Noise and Vector Production Usage Begins				
Application Software Maintenance Fees				
Year 3 (Comprised of Phase 4)			1	\$274,870
Phase 4				
Agriculture and Weights and Measures Production Usage Begins				
Application Software Maintenance Fees				
Year 4 Application Software Maintenance Fees			1	\$222,473
Year 5 Application Software Maintenance Fees			1	\$235,821

Explanation of Services 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 that their cultural competency plan is current and in compliance with Departmental procedures.

Other Significant Issues:

For this contract, HealthSpace will be implementing a fully configured version of HealthSpace Cloud Suite for the Department's Environmental Health Branch (EHB). The system will integrate all programs regulated by EHB, and will also integrate to other agencies with data exchange. This project will deploy an integrated and functional Environmental Health Management System (EHMS) that is useful for administrative, field, quality improvement, and evaluation purposes. Information captured and stored by the EHMS is essential for 165 FTE Environmental Health staff to regulate and protect local environmental conditions that impact the health of San Francisco residents, workers, and visitors. The EHMS is critical for tasks such as accepting and processing applications, tracking routine inspections, investigating complaints, enforcing code compliance, and obtaining reimbursement for services performed, such as those for our programs enforcing Health Code Article 31 and Naval Facility Clean Up & Closure. The product that will underlie the EHMS is HealthSpace Cloud Suite, a completely cloud (SaaS) application which will assist staff in performing inspections in the field on handheld devices and will allow remote data entry without requiring continuous internet access. The contract includes training components which are required to effectively implement the solution.

In anticipation of this critical project, the Environmental Health Branch has been setting aside resources for several years. A formal needs assessment was completed in March 2018. In May 2018, the SFDPH IT Project Management Office (PMO) began work to complete a road map to replacement, which included facilitating the virtualization of all EH SQL databases, conducting market research about data system vendors, and developing a Request for Proposals (RFP). The RFP was released in spring 2019 and HealthSpace USA was recommended for selection by an independent review panel.

HealthSpace USA was founded in 2001, incorporated in Virginia with US headquarters in Washington state. They are privately held and solely owned by HealthSpace Data Systems LTD. Their focus is on environmental health data management solutions, and the parent company does not focus on any other areas of software. All US clients contract directly with HealthSpace USA (Virginia corporation with corporate office in Bellingham, WA) and work for US clients will be delivered by HealthSpace USA. The parent company holds and manages all the contracts for the Canadian clients.

HealthSpace USA was selected under RFP 12-2019.

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

Silas Garrison: CEO and Chairman

Joseph Willmott: President, Secretary, Treasurer, and director.

Maureen Garrison: Chief Operating Officer and director

No officer or executive own 10% or more of the business, as it is widely held.

The officers and directors are chosen based on their experience and expertise in environmental health regulatory IT services, they serve for a one year term and must be reelected each year by the shareholders. The officers of HealthSpace USA are also officers for HealthSpace Data Systems LTD, to avoid any conflicts or difference of focus between the Canadian and US operations.

Recommendations:

The Department recommends approval of this contract.