

SUMMARY OF CONTRACT REQUEST TO THE HEALTH COMMISSION

Contractor	PHFE dba Heluna Health	Division/Section	Population Health Division
Address	13300 Crossroads Parkway N	Deputy Director	Tomas Aragon MD
	City of Industry, CA 91746	DPH Administrator	Christine Siador
Contact	Peter Dale	Program Administrator	Mivic Hirose
	Chief Executive Officer	Contract Analyst	Irene Carmona Phone 415-554-2652

Request for approval of a new contract with PHFE dba Heluna Health, in the amount of \$7,000,000 (including contingency), to assist the Department in delivering Case Investigation and Contact Tracing (CICT), and Outbreak Management support services in response to COVID-19. This request has an initial term of July 1, 2020 through June 30, 2021 (1 year). The CICT program’s mission is to provide culturally competent client centered care for San Franciscans who have tested positive for the coronavirus and their known contacts who may have been exposed. The goal of the Outbreak Management Group (OMG) is to prevent and manage outbreaks of COVID 19. Heluna Health will provide Fiscal Management and Staff Management through this contract, reimbursed at a 12.8 percent indirect rate, earning up to \$788,480 with the balance of \$5,371,520 for CICT and Outbreak Management staff salaries.

Profit Non-Profit LBE RFQ- Number: 3-2020 Date: 1/15/2020
 New Renewal Mod Sole Source _____

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)	7/1/2020-6/30/2021	
Funding Sources:			
General Fund		\$6,160,000	\$6,160,000
TOTAL DPH REVENUES		\$6,160,000	\$6,160,000
12% Contingency Amount		\$840,000	\$840,000
CONTRACT TOTAL		\$7,000,000	\$7,000,000
<i>ANNUAL AMOUNT OF CONTRACT (estimate)</i>		\$7,000,000	\$7,000,000
Agency Funds		-\$0-	-\$0-
Contract FTE		44	44

<u>PROPOSED:</u>	<u>No. Of Clients</u>	<u>No. of Units (Episode)</u>	<u>Unit Cost</u>
Mode(s) of Service & Unit of Service Definition	N/A Duplicated		
	NA Unduplicated		
1 UOS = 1 month Program Administration			
7/1/2020-6/30/2021 (\$788,480 annually)		12	\$65,707
One month of Program Administration: human resources and fiscal management, including recruitment and management of hired personnel, payroll, etc. Reimbursement will be based on value of actual personnel hired. Unit cost listed is an estimate at full capacity.			

Explanation of Service Change and Variances:

This is a new contract.

Monitoring Report/Program Review & Follow-up:

The contract will be monitored in accordance with all applicable Departmental procedures through the DPH Business Office, Office of Contract Compliance (BOCC). Specifically Fiscal and Compliance Monitoring of Heluna Health's fiscal and human resources administration functions will be conducted.

Nondiscrimination and Cultural Competency:

The Contractor will participate in applicable cultural competency requirements.

Other Significant Issues:

The primary purpose of this contract is to provide fiscal and human resources services, specifically related to and including the hiring and management of employees to serve on the City's Contact Tracing and Case Investigation (CICT) team or in the Outbreak Management Group.

The CICT team is a multidisciplinary team that focuses on ensuring both the identified COVID+ individual "case" and exposed contacts are connected to support services, including testing, isolation and quarantine housing and food assistance. The CICT Program is a collaboration with the Epidemiology and Surveillance Branch of the SFDPH and interfaces with the Outbreak Management Group of the City's COVID Incident Command System to prevent and follow-up to outbreaks of COVID-19.

As a result of the pandemic, and the continued cases in San Francisco, data has strongly indicated the need for Contact Tracing and Case Investigation services specialists who will engage in the investigation of COVID in the City and County of San Francisco to reduce the impact and rates of infection.

PHFE dba Heluna Health (Heluna) has been a valued partner in supporting as-needed special projects for the Department for more than twenty years.

The proposed contract is authorized under RFQ 3-2020 DPH As Needed Project Based Program Administration and Support Services.

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

PHFE dba Heluna Health has fourteen Board of Directors. They are Erik Ramanathan, Alex Bakes, Robert Jenks, Tamara Joseph, Georgia Casciato, Susan De Santi, Carladenise Edwards, Scott Filer, Von Nguyen, Jean O'Connor, Sarah Mullen Rich, Vivial Vasallo, Santosh Verricaden, Edward Yip. Each Director is elected to hold a: Term 1 equals 2 years, Term 2 and 3 equals four years under the charter document. Each individual is allowed 3 term limits.

Recommendations:

The Department recommends approval of this contract.