

**HEALTH COMMISSION**  
**CITY AND COUNTY OF SAN FRANCISCO**  
RESOLUTION NO. 18-96

**APPROVING THE PRINCIPLES AND POLICIES IN THE DEPARTMENT  
OF PUBLIC HEALTH'S PROPOSED CONTRACT STREAMLINING PLAN,  
AND AUTHORIZING THE DIRECTOR OF HEALTH TO INITIATE CHANGES  
TO THE ADMINISTRATIVE CODE TO STREAMLINE THE PROCESSING  
OF SERVICE CONTRACTS FOR THE DEPARTMENT OF PUBLIC HEALTH**

WHEREAS, the time needed to process a service contract for the Department of Health ranges from 77 to 224 days; and,

WHEREAS, the lengthy and duplicative process results in delays in the processing of service contracts; and,

WHEREAS, the Health Commission is often requested to approve service contracts retroactive to the period in which the services began; and,

WHEREAS, the Health Commission requested that the Department analyze its contract process and make recommendations to reduce the delays; and,

WHEREAS, the Department submitted a Contract Streamlining Plan which recommends that the duplicative approval process be reduced, that contracting procedures be simplified, that standards for employee and contractor performance in the processing of contracts be developed and adhered to, and that monitoring report procedures be revised to increase their usefulness; and,

WHEREAS, the recommendations, if implemented, would reduce the processing time for service contracts to a range of 52 to 142 days; and,

WHEREAS, the implementation of some of the recommendations will require amendments to the City and County Administrative Code; therefore, be it

RESOLVED, that the Health Commission approves the principles and policies in Department's proposed Contract Streamlining Plan, and authorizes the Director of Health to initiate a proposal to amend the Administrative Code to reduce the duplication in the approval process for service contracts for the Department of Health; and, be it

FURTHER RESOLVED, that the Health Commission urges the Mayor and the Board of Supervisors to approve changes to the Administrative Code which streamline the processing of the Department of Health service contracts.

I hereby certify that the foregoing resolution was adopted by the Health Commission at its meeting of Tuesday, August 20, 1996.



Sandy Ouye Mori  
Executive Secretary to  
the Health Commission