

Div.	Contractor	Current Total Contract Not to Exceed (NTE) Amount with Contingency	Proposed Total Contract NTE Amount with Contingency	Change in Total Contract Amount	Current Contract Term	Proposed Contract Term	Prior Annual Amount without Contingency	Proposed Annual Amount without Contingency	Annual Difference	Annual Difference (%)	Requested Action
DPH COVID Command Center	PHFE dba Heluna Health	\$ 4,154,381	\$ 9,660,578	\$ 5,506,197	7/01/2020-6/30/2021 (1year)	7/01/2020-6/30/2022 (2year)	\$ 4,154,381	\$ 4,916,247	\$ 761,866	18.34%	Amendment

Purpose: The requested action is for the approval of a contract amendment with the Public Health Foundation Enterprise (PHFE) dba Heluna Health for the continued management of COVID Contact Investigation and Contact Tracing (CICT) and Outbreak Management Group. The Total Contract Amount with Contingency requested is \$9,660,578, with a new term to reflect from 07/01/2020 through 06/30/2022, for a total of 2 years. PHFE dba Heluna Health will receive a 12.8% administrative fee of \$557,872 in FY21/22, with the balance of the funding going towards programmatic costs, which includes, staff recruitment and onboarding, as needed subcontract agreements, and community engagement activities. The previous contract was approved by Health Commission on September 1st, 2020. The proposed amendment exercises the options authorized under RFQ 3-2020. Funding will continue to support the COVID Command Center services related to CICT and Outbreak Management.

Reason for Funding Change: The Department is requesting the approval of a Total Contract Amount with Contingency in the amount of \$9,660,578, or an increase of \$5,506,197 due to the following changes: (1) an additional amount of \$4,916,247 for FY21/22; and (2) an additional amount of \$589,950 to the 12% Contingency value applied for FY21/22. There was no previous Contingency value applied to FY20/21.

Please Note: The increased annual amount of \$761,866 reflects funds to support additional program staff needs for FY21/22.

Target Population: The program intends to support the Department in the focus of planning, coordinating and responding to COVID 19, and ensure that the San Francisco community is ready for a range of possible emergency events. This contract specifically supports CICT and Outbreak Management services.

Service Description: The goal of this contract is for PHFE dba Heluna Health to provide Program Administration and Support Services for case investigation and contact tracing in order to implement the necessary work related to the response to COVID 19 while ensuring that the goals of the Case Investigation and Contact Tracing (CICT) team, which is to identify and isolate positive test results as a response to the COVID-19 pandemic, and the goals of SFDPH Outbreak Management Group, which is preventing and managing outbreaks of the COVID-19 pandemic, are met. In Year 1, PHFE dba Heluna Health supported the recruitment and management of CICT and Outbreak Management staff in collaboration with the COVID Command Center, following are the services that are currently being provided for Year 2 through this contract:

Program Administration of Subcontract Management and Staff Recruitment: Program development and selection process of Subcontractors; Management of awarded funds ensuring a seamless onboarding process to support the COVID Command Center; ensuring compliance of Generally Accepted Accounting Principles (GAAP); and preparation and submission of Semi-Annual Summary Reports.

Capacity Building/Program Support as needed for Subcontractors: Management of quality of service, fair and equitable employment management principles and practices, reporting and invoicing, and ensuring that timeline and goals negotiated are met.

Coordination and Program Management Services: Includes administration and general infrastructure support (indirect cost).

UOS (annual): Program Administration and Capacity Building for CICT services: \$3,302,207/12 months= \$275,183.91
 Program Administration and Capacity Building for Outbreak Management services: \$1,056,168/12 months = \$88,014.00
 Coordination and Program Management Services (Indirect): \$557,872/12 months = \$46,489.33

NOC (annual): N/A

Funding Source(s): General Fund / FEMA

Selection Type: RFQ 3-2020 Department of Public Health As Needed Project Based Program Administration and Support Services

Monitoring: Annual DPH Business Office monitoring through Business Office of Contract Compliance (BOCC)

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DPH COVID Command Center	PHFE dba Heluna Health	\$1,544,922	\$3,289,039	\$1,744,117	6/01/2020-6/30/2021 (1.08 years)	6/01/2020-6/30/2022 (2.08 years)	\$1,379,395	\$1,705,039	\$ 325,644	19.10%	Amendment

Purpose: The requested action is for the approval of a contract amendment with the Public Health Foundation Enterprise (PHFE) dba Heluna Health for the continued management of the COVID Applied Research, Community Health Epidemiology, and Surveillance (ARCHES) program and the Disease Prevention and Control - Public Health Lab (DPC-PHL) program. The Total Contract Amount with Contingency requested is \$3,289,039, with a new term to reflect from 06/01/2020 through 06/30/2022, for a total of 2 years and one month (2.08 years). PHFE dba Heluna Health will receive a 12.8% administrative fee of \$193,479 in FY21/22, with the balance of the funding going towards programmatic costs, which includes staff recruitment and onboarding, as needed subcontract agreements, and community engagement activities. The proposed amendment exercises the options authorized under RFQ 3-2020. Funding will continue to support the COVID Command Center services related to the ARCHES and DPC-PHL programs.

Reason for Funding Change: The Department is requesting the approval of a Total Contract Amount with Contingency in the amount of \$3,289,039, or an increase of \$1,744,117 due to the following changes: (1) an additional amount of \$1,705,039 for FY21/22; and (2) an additional amount of \$39,078 to the 12% Contingency value applied for FY21/22. The current Contingency value is \$204,604 and the previous Contingency value was \$165,526.

Please Note: The increased annual amount of \$325,644 reflects funds to support additional program staff needs for FY21/22.

Target Population: The program intends to support the Department in the focus of planning, coordinating and responding to COVID 19, and to ensure that the San Francisco community is ready for a range of possible emergency events. This contract specifically supports ARCHES and DPC-PHL services.

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Service Description:	<p>The goal of this contract is for PHFE dba Heluna Health to provide Program Administration and Support Services for the Applied Research, Community Health Epidemiology, and Surveillance (ARCHES) Program and the Disease Prevention and Control - Public Health Lab (DPC-PHL) to implement work related to the response to COVID 19, which includes addressing and coordinating epidemiology and surveillance as well as communicable disease prevention and environmental health thru laboratory testing and surveillance management. In Year 1, PHFE dba Heluna Health supported the recruitment and management of ARCHES and DPC-PHL staff in collaboration with the COVID Command Center, following are the services that are currently being provided for Year 2 through this contract:</p> <p>Program Administration of Subcontract Management and Staff Recruitment: Program development and selection process of Subcontractors; Management of awarded funds ensuring a seamless onboarding process to support the COVID Command Center; ensuring compliance of Generally Accepted Accounting Principles (GAAP); and preparation and submission of Semi-Annual Summary Reports.</p> <p>Capacity Building/Program Support as needed for Subcontractors: Management of quality of service, fair and equitable employment management principles and practices, reporting and invoicing, and ensuring that timeline and goals negotiated are met.</p> <p>Coordination and Program Management Services: Includes administration and general infrastructure support (indirect cost).</p>										
UOS (annual)	<p>Program Administration and Capacity Building for ARCHES services: \$750,011/12 months= \$62,500.92 Program Administration and Capacity Building for DPC-PHL services: \$761,549/12 months = \$63,462.42 Coordination and Program Management Services (Indirect): \$193,479/12 months = \$16,123.25</p>										
NOC (annual):	N/A										
Funding Source(s):	General Fund/FEMA										
Selection Type	RFQ 3-2020 Department of Public Health As Needed Project Based Program Administration and Support Services										
Monitoring	Annual DPH Business Office monitoring through Business Office of Contract Compliance (BOCC)										

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