

Sect.	Contractor	Target Population; Description of Services	UOS (annual)	UDC/ NOC (annual)	Ct. Term	Total Contract Amount With Contingency	Annual or Mod	Funding Source	Prior Annual Amt. without Contingency	Prop. Annual Amt. without Contingency	Annual Difference \$	Annual Difference %	Selection Type
SFHN/ HHS	Lutheran Social Services of Northern California	HIV Health Services programs: Representative payee services targeting HIV clients in San Francisco	11,220	549	03/01/16- 02/28/21	\$ 2,949,268	Annual	Federal Ryan White Part A	\$ 526,655	\$ 526,655	\$ -	0%	RFP 26-2015
<b>FOOTNOTES:</b> SFHN/ Lutheran Social Services of Northern California <b>Reason for Increase or Decrease:</b> The subject contract is the result of the recently completed RFP 26-2015. The agency, Lutheran Social Services, was the only respondent to the RFP. Per the RFP, the new contract term is for the period of 3/1/16 - 2/28/21. Lutheran Social Services also provided these services under the prior contract term. There has been no change in the level of funding or services between the prior annual funding level and the proposed annual funding level amount of \$526,655.													

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Footnotes also include "Reason for Sole Source," briefly explaining why the needed services are not available from any other source.

If the contract does not include a contingency, the footnote should include an explanation.

**Health Commission Approval Requirements**

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How approval requested

approval as a separate agenda item, and should not appear on the monthly contracts report.

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Who must attend

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**KEY for Monthly Contracts Report:**

Column Heading	Explanation
Section	This represents the area of the DPH with whom the contractor/vendor is contracting. Specifically, it identifies both the section, and the Division of the section where the contract (see key to acronyms below).
Contractor	The name of the agency contracting for the services, as shown in NFAMIS and the contract boilerplate.
Target Population;	Brief description of services and target population, as shown in the contract (if there is no target population, e.g., if the services are provided directly and UDCs/NOCs only to DPH, then only services will be shown).
UDCs/NOCs	UDC: Number of Unduplicated Clients projected to be served in one year; NOC: Number of Clients projected to be served in one year (may include duplicated clients, i.e., the same client receiving services more than once). Note: UDCs/NOCs will only be shown if they are included in the contract.
Contract Term	The number of UDCs/NOCs shown are those projected to be provided if the requested contract or contract modification is approved.
Total Contract	The term of the entire contract.
Annual/Mod.	The total value of the contract, including the contingency, for the full contract term, also referred to as the "Not To Exceed (NTE)" or total contract amount. Annual: A request made to implement annual allocations from the DPH budget; the legal instrument may be an original agreement or an amendment/modification. Mod.: Any modification/amendment to a contract other than an "annual" and which requires Health Commission approval.
Funding Source	The source of funds for the variance shown in the Difference column. GF: Funding which originates from the City and County's General Fund MediCal: Includes all types of MediCal (Federal, State, Drug, EPSDT, etc.) Realignment: State monies Grant: Federal, State, Local or private grants; should include name of grantor (e.g., "grant/CDC") Work Order: Funding received from other City departments; should include name of department (e.g., "Work Order-Human Services") MHSA: State Mental Health Services Act monies (also sometimes referred to as "Prop. 63" monies) RWPA: Federal Ryan White grants CDC: Federal Centers for Disease Control grants SAMHSA: Federal Substance Abuse and Mental Health Services Administration grants
Prior	-- For contracts which receive regular annual funding allocations or renewals: [This applies especially to most contracts with Community Based Organizations (CBOs) providing services to the public.] "Prior" refers to the contract amount for the immediately prior 12 month contract funding period. (For instance, for contracts which follow the City Fiscal Year, if the request to approve is for FY14-15, then "prior" refers to FY13-14.) The same methodology applies for Calendar Year contracts. If the request is for approval of a contract being establishing for the first time under an RFP, but the service is a continuation of the same services under the prior RFP, then "prior" refers to the amount allocated under the previous RFP, in order to facilitate comparison. If the request is for a modification, then "prior" refers to the currently approved annual contract amount, prior to approval of the proposed modification. -- The Contingency amount is not included.
Proposed	For most contracts with CBOs, "proposed" refers to the annual amount requested. For non-CBO contracts, "proposed" may refer to an annualized average amount (the total contract amount divided by the total term).
Difference	The Contingency amount is not included.
Selection Type	The variance between the Prior and the Proposed amounts. RFP: Request for Proposals RFQ: Request for Qualifications Sole Source: Sole source of the services needed; no competitive solicitation (RFP or RFQ) has been done. An asterisk (*) is used to indicate when a contract or modification requires Board of Supervisors approval. The Health Commission must approve all contracts before approval is requested of the Board of Supervisors.

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