SUMMARY OF CONTRACT REQUEST TO THE HEALTH COMMISSION

Contractor	**Hatchuel Tabernik & Associates**	Division/Section	**PHD/DPC**		
		Exec. Administrator	**Tomás Aragón MD**	DS	TJA
Address	**2560 9th Street, Suite 211**	DPH Administrator	**Susan Philip**		SP
	Berkeley, CA 94710	Program Administrator	**Susan Philip**	Phone	**628-206-7638**
Contact	**Tim Tabernik, President**	Contract Analyst	**Nora Macias**	Phone	**415-554-2684**

Request for approval of a new contract with the **Hatchuel Tabernik & Associates** in the amount of **$560,000** which includes a 12% contingency, to provide **professional consultation services and technical assistance through strategic planning services for the Population Health Division, Disease Prevention and Control Section to address rising STD rates in San Francisco**, for the period **January 1, 2019 through June 30, 2023 (4.5 years)** for a **Total Not to Exceed amount of $560,000**.

[X] For-Profit [ ] Non-Profit [ ] DBE [X] RFQ– Number: **36-2017** Issued Date: **10/19/17**

[X] New [ ] Renewal [ ] Mod [ ] Sole Source - Approval Date:

Number of years DPH has been doing business with this organization: **5 years**

CONTRACT INFORMATION:	**Prior Transaction** (New)	**Proposed Transaction** 1/1/2019 – 6/30/2023	**Annualized Difference***
Funding Sources: California Department of Public Health (01/01/19 – 06/30/19)	$0	$100,000	$100,000
California Department of Public Health (07/01/19 – 06/30/20)	$0	$100,000	$100,000
California Department of Public Health (07/01/20 – 06/30/21)	$0	$100,000	$100,000
California Department of Public Health (07/01/21 – 06/30/22)	$0	$100,000	$100,000
California Department of Public Health (07/01/22 – 06/30/23)	$0	$100,000	$100,000
TOTAL DPH REVENUES	$0	$500,000	$500,000
12% Contingency Amount	$0	$60,000	$60,000
CONTRACTUAL AMOUNT	$0	$560,000	$560,000
TOTAL PROGRAM		$560,000	
Contract FTE		5.0 FTE	

PROPOSED: **Mode(s) of Service & Unit of Service Definition**	**No. Of Clients** n/a Duplicated n/a Unduplicated	**Number Of Units**	**Unit Cost**
1 UOS = 1 month of Strategic Planning Services Year One (01/01/19 – 06/30/19)	n/a	6 UOS	$16,666.67
1 UOS = 1 month of Strategic Planning Services Year Two (07/01/19 – 06/30/20)	n/a	12 UOS	$8,333.34

1 UOS = 1 month of Strategic Planning Services Year Three (07/01/20 – 06/30/21)	n/a	12 UOS	$8,333.34
1 UOS = 1 month of Strategic Planning Services Year Four (07/01/21 – 06/30/22)	n/a	12 UOS	$8,333.34
1 UOS = 1 month of Strategic Planning Services Year Five (07/01/22 – 06/30/23)	n/a	12 UOS	$8,333.34

Explanation of Service:
This is a new contract for the period of July 1, 2018 – June 30, 2023 (5 years). Hatchuel, Tabernick & Associates will be responsible for evaluating and providing strategic planning to combat the rise in STD rates in San Francisco as HIV rates are falling. San Francisco is utilizing a collective impact approach to address HIV in Getting To Zero effort and coordinating its efforts; the STD Branch was restructured and clinical and community-based efforts are separated. Those engaging in both HIV and STD work need to work together in new ways. A strategic plan will allow them to ensure that they can address challenges in a timely and effective manner.

Hatchuel, Tabernik & Associates proposes a six month process wherein they will: gather data and input in order to explore key questions regarding the most effective structure for addressing STDs within the public health ecosystem of San Francisco; bring together internal and external partners that are STD stakeholders outside of the Department of Public Health, such as leadership and staff of the San Francisco AIDS Foundation, Planned Parenthood, CDPH STD Branch, etc., to provide input to the design of alternative structures for working together, and; convene key stakeholders for a series of intensive planning sessions resulting in a strategic plan and workplan that can guide changes in the way the SFDPH addresses STDs.

The project is divided into four tasks with deliverables attached to each:

Task 1: Startup and Ongoing Project Management
- 1.1 Project Launch Meeting
- 1.2 Project Management

Task 2: Discovery Period
- 2.1 Data Collection from Current Program Documentation
- 2.2 Data Collection from Key Informant Interviews
- 2.3 Data Collection from Focus Groups
- 2.4 Presentation of Preliminary Finding to Inform Decision Making

Task 3: Meeting and Retreat Facilitation
- 3.1 Steering Committee Identification
- 3.2 Steering Committee Meeting Facilitation
- 3.3 Presentation to Stakeholders for feedback
- 3.4 Steering Committee Honing of Vision
- 3.5 Planning Retreat to Refine Goals, Strategies, Implementation and Messaging

Task 4: Reporting
- 4.1 Draft Report and Workplan
- 4.2 Final Sharing of Findings

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 assessing 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.

Listing of Board of Directors and Executive Director:
Owners:
Tim Tabernik, President and Chief Executive Officer (50%)
Dina Hatchuel, Chairman of the Board, Secretary, Chief Financial Officer (50%)

Recommendations:
The Department recommends approval of this contract.