



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

CIVIL SERVICE COMMISSION REPORT TRANSMITTAL (FORM 22)

Refer to Civil Service Commission Procedure for Staff - Submission of
Written Reports for Instructions on Completing and Processing this Form

1. Civil Service Commission Register Number: _____ - _____ -
2. For Civil Service Commission Meeting of: September 25, 2026
3. Check One: **Consent Agenda**
4. Subject: Report Back for Personal Services Contract # DHRPSC0005946 with the
Department of Public Health
5. Recommendation: Adopt the report.
6. Report prepared by: Reanna Albert, PSC Coordinator, Department of Public Health
Telephone number: reanna.albert@SFDPH.org
7. Notifications: none
8. Reviewed and approved for Civil Service Commission Agenda:

Human Resources Director:

Date:

9. Submit the original time-stamped copy of this form and person(s) to be notified
(see Item 7 above) along with the required copies of the report to: **Executive Officer, Civil
Service Commission, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102**
10. Receipt-stamp this form in the ACSC RECEIPT STAMP≡
box to the right using the time-stamp in the CSC Office.

CSC RECEIPT STAMP



City and County of San Francisco

Daniel Lurie
Mayor

San Francisco Department of Public Health

Daniel Tsai
Director of Health

DATE: September 2, 2026

TO: Sandra Eng, Executive Officer, Civil Service Commission

FROM: Reanna Albert, PSC Coordinator, Department of Public Health

RE: Report Back for DHRPSC0005946 – Program Administration for STI/HIV/HCV Populations

At the Civil Service Commission meeting on March 2, 2026, the Civil Service Commission conditionally approved DHRPSC0005946 Program Administration for STI/HIV/HCV Populations provided that the Department of Public Health (DPH) report back on September 7, 2026, and provide the Executive Officer a list of city classifications working alongside consultants on this contract during the life of the agreement within 6 months. Attached is our status update report.

Please let us know if there are further questions. I can be reached at reanna.albert@sfdph.org.

Attachments:

Status Update Report

DHRPSC0005946

Notice of Civil Service Commission Action

cc:

Anthony Taylor, Health Program Coordinator 3, Population Health Division, DPH

Stephanie Cohen, Supervising Physician Specialist, Population Health Division, DPH

Seema Jain, Supervising Physician Specialist, Population Health Division, DPH

My Lan Do Nguyen, Manager of Contractual Pre-Award, Compliance and Training Services, DPH

Letania Ferreria, Pre-Award Unit Analyst, Junior PSC Coordinator, DPH



City and County of San Francisco
Department of Public Health

Daniel Tsai | Director of Health

Susan Philip, MD

Health Officer & Director
Population Health Division

Sandra Eng
Executive Director
San Francisco Civil Service Commission
25 Van Ness Avenue, Suite 720
San Francisco, CA 94102

Subject: Status Update Regarding DHRPSC0005946 - Program Administration for STI/HIV/HCV Populations - Report Back Request from March 2, 2026

Dear Executive Director Eng,

This memo provides a status update on the Civil Service Commission's report back request made during the **March 2, 2026**, Civil Service Commission meeting regarding **PSC 5946 - Program Administration for STI/HIV/HCV Populations**. The Commission requested that the Department of Public Health (DPH) submit, within six months of the contract start date, a report describing how City staff are working alongside consultants assigned to this project.

DPH has postponed the start date for this contract to **January 1, 2027**. As a result, consultant activities have not begun, and no City staff have yet collaborated with the contractor on the associated services. Because the contract term has not commenced, **no data is available at this time** to fulfill the reporting requirement outlined by the Commission.

DPH will provide a full response to the Commission's request, including the required description of staff–contractor collaboration, in a **report back in July 2027**, six months after the revised contract start date.

Please let me know if you need any interim information or additional clarification.

Respectfully,
Anthony Taylor
Health Program Coordinator 3
San Francisco Department of Public Health

Personal Service Contract Summary (PSC Form 1)

PSC Basic Information

Submitting Department: DPH

Submitted By: Reanna Albert

Department Coordinator: Reanna Albert,
reanna.albert@sfdph.org

Project Manager: Anthony Taylor

ServiceNow Number: DHRPSC0005946

Version: 0.01

Version Type: New

Brief description of proposed work: Contractor will provide Program Administration Services to ensure ongoing project delivery for populations disproportionately affected by sexually transmitted infections (STI), human Immunodeficiency virus (HIV), and Hepatitis C (HCV) in San Francisco. The scope of services will include program administration and/or staffing support for one or more of the following STI/HIV Branch program areas: City Clinic (Patient Care, Research, and Clinical Teaching); LINC (Linkage, Integration, Navigation, and Comprehensive Services); and RADR (Reserve for Accelerated Disease Response).

Review Type and Reason

CSC Review Required: Yes

CSC Review Reason(s):

- Requires CSC Approval by Amount

Amount

PSC Amount: \$2,500,000

Does contract include items other than services?: No

Duration

Is PSC by Duration or Continuing: Duration

PSC Duration (Months): 60

Funding

Funding Source: City Funds, State Funds, Federal Funds

Special circumstances related to funding: Yes

Explain the special circumstances: The California Department of Public Health (CDPH) and Centers for Disease Control and Prevention (CDC), which are state and federal funders, respectively, require contracting/subcontracting with community-based organizations (CBOs). Per California's Health and Safety Code Section 120511(a)(2), CDPH mandates that "no less than 50 percent of the funds allocated to local health jurisdictions shall be provided to, or used to support activities in partnership with, community-based organizations or nonprofit health care providers, provided that there are CBOs or nonprofit health care providers in the jurisdiction that

can conduct the activities and provide these services..."

Additionally, the CDC requires that local health jurisdictions receiving grant funds to Support and Scale Up of HIV Prevention Services in Sexual Health Clinics (SHIPS grant) must use funds "to foster action-oriented and strategic partnerships with community providers, community-based organizations...and other entities... to maximize the impact of ending the epidemic implementation and improve equitable access to HIV and sexual health services," which could include funding partner organizations (CDC-RFA-PS-24-0024; Jan 2024; Pgs. 14-15).

Scope of Work

Clearly describe scope and detail the services to be performed: Contractor will support the continuation and preservation of public health services through program administration support and program staffing services, with an emphasis on services supporting San Francisco's current and future strategies related to "Getting to Zero" (GTZ) and "Ending the HIV/STI/HCV Epidemic" Initiatives. Program administration services include support for as-needed and continuing public health research and programs including financial management and reporting, performance and quality management, and management of subcontract agreements. Program staffing services include, but are not limited to, as-needed recruitment, onboarding, and human resource management of public health positions allowed under Human Resources management directive (currently limited to research staff).

Why are these services required and what are the consequences of denial?: Services are required to help ensure grant requirements in the following ways: 1) Expanding funding access for grassroots organizations through subcontracting, as some federal and state grants require a significant portion of funding be allocated to contracting with community-based organizations (CBOs) that serve priority populations to address health disparities 2) Providing essential fiscal and operational support in response to community needs and emerging and urgent clinical issues and public health threats, including the procurement of services and resources 3) As-needed recruitment, onboarding and human resources management of research staff, including Clinical Research Coordinator (CRC) and Research Associate (RA) positions. In addition, research grants are typically short-term and require rapid onboarding of staff to achieve time-sensitive research grant deliverables.

Denial of services will significantly disrupt critical public health programs and research as the STI/HIV Branch would be unable to meet grant-funded requirements, leading to continued elevated incidences of STI/HIV/HCV acquisitions and related stigmas in communities and populations that bear a disproportionate burden of sexual and substance-use-related health disparities. Being unable to meet grant-funded requirements would also put federal, state and research funding in jeopardy. This could result in a loss of revenue for DPH as these grants also support FTEs of civil service staff (e.g. the principal investigator). Denial of services could also lead to the end of a long-standing, impactful research program that has advanced STI/HIV prevention and promoted equitable implementation of innovations in public health.

Has your department contracted out these services in the last three years?: Yes. See attached list of contracts entered into for these or similar services in the last 3 years.

How many contracts?: 3

Why have you not hired City employees to perform the services?: Recruitment, onboarding and human resources management of research staff, including Clinical Research Coordinator (CRC) and Research Associate (RA) positions, are required as there are no existing equivalent civil service positions with the minimum qualifications or role and responsibilities of a CRC or RA. In addition, research grants are typically short-term and require rapid onboarding of staff to achieve grant deliverables. The work also requires specialized cultural competencies and responsiveness, and established community relationships that are uniquely held by CBOs and individuals with lived experience in the priority populations. Additionally, federal and state grant requirements mandate that a significant portion of funding be allocated to CBOs.

Board and Commission Approvals

Will any contracts under this PSC require department Commission approval: Yes

Provide details related to contracts for which dept comm approval required: Health Commission approval will be required.

Will any contracts under this PSC require Board of Supervisors approval: No

Justification

Q1 - Are there any regulatory or legal requirements supporting outsourcing of this work?: Yes

Q1a) Clearly describe & site the regulatory/legal requirements to support outsourcing:

California's Health and Safety Code Section 120511(a)(2) mandates that "no less than 50 percent of the California Department of Public Health grant funds allocated to local health jurisdictions shall be provided to, or used to support activities in partnership with, community-based organizations or nonprofit health care providers, provided that there are community-based organizations or nonprofit health care providers in the jurisdiction that can conduct the activities and provide these services consistent with this section."

Q2 - Does performing these services cause a conflict of interest?: No

Q3 - Are these proprietary services City is not authorized to do?: No

Q4 - Does City lacks necessary facilities/equipment?: No

Q5 - Are the services required on a temporary basis or on a long-term basis?: Long-term Basis

Q5a) Are the services required on an as-needed, intermittent, or periodic basis?: No

Q5b) Do the services require specialized expertise, knowledge experience?: Yes

Q5b1) Describe the specialized skills and expertise required to perform the services: Fiscal

intermediary services, including administrative infrastructure support, human resource management, and coordination of subcontractors, consultants, and staff for various Systems of Care at DPH.

Q5c) Does City have classifications with the required specialized skills or expertise?: Yes

Q5c1) Identify the classifications: 1842 - Management Assistant, 1823 - Senior Administrative Analyst, 1652 - Accountant II, 1241 - Human Resources Analyst, 1654 - Accountant III

Q5c2) Does the Department have employees in these classifications?: Yes

Q5c3) Why are they not able to perform the services?: California's Health and Safety Code Section 120511(a)(2) mandates that "no less than 50 percent of the funds" shall be provided to partner organizations. Additionally, the SHIPS grant requires fostering strategic partnerships, which may include funding partner organizations (CDC-RFA-PS-24-0024; Jan 2024; Pgs. 14-15).

Q5d) Will contractor directly supervise City employees?: No

Q5e) Will contractor train City employees?: No

Q5e1) Explain why training of City employees is not required: Training is not a component of this contract.

Q5f) Is there a plan to transition this work back to the City?: No

Q5f1) Explain why the work will not be transitioned back to the City: This work will not be transitioned back to the City because federal and state funders mandate a portion of funding be allocated to CBOs. Transitioning this work to the City would fall outside of funder requirements.

Additional information to support your request (Optional):

Union Notifications

Job Class(es): 1842 - Management Assistant, 1823 - Senior Administrative Analyst, 1652 - Accountant II, 1241 - Human Resources Analyst, 1654 - Accountant III

Labor Unions: 021 - Prof & Tech Eng, Local 21, 790 - SEIU, Local 1021, Misc, 022 - Prof & Tech Eng, Local 21

Labor Union Email Addresses: L21pscreview@ifpte21.org, PSCreview@seiu1021.org, L21pscreview@ifpte21.org

Union Review Sent On: 1/12/2026

Union Review End Date: 1/22/2026

Union Review Duration Met On: 1/22/2026

Fw: DPH [DHRPSC0005946] was approved by CSC on 2026-03-02

From Ferreira, Letania (DPH) <letania.ferreira@sfdph.org>
Date Wed 3/4/2026 9:53 AM
To DPH-sfdph-psccordinator <sfdph-psccordinator@sfdph.org>

Personal Services Contracts | Pre-Award Unit
Office of Contracts Management and Compliance
San Francisco Department of Public Health
sfdph-psccordinator@sfdph.org

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From: The Civil Service Commission <ccsfdt@service-now.com>
Sent: Tuesday, March 3, 2026 4:19 PM
To: Ruggels, Michelle (DPH) <michelle.ruggels@sfdph.org>; Henriquez Duran, Lilian (DPH) <lilian.henriquez@sfdph.org>; Taylor, Anthony (DPH) <anthony.taylor@sfdph.org>; Dubois, Jeff (DPH) <jeff.dubois1@sfdph.org>; Kim, Luenna (DPH) <luenna.kim@sfdph.org>; Nguyen, My Lan Do (DPH) <mylando.nguyen@sfdph.org>; Albert, Reanna (DPH) <reanna.albert@sfdph.org>; Ferreira, Letania (DPH) <letania.ferreira@sfdph.org>
Subject: DPH [DHRPSC0005946] was approved by CSC on 2026-03-02



CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

NOTICE OF CIVIL SERVICE COMMISSION ACTION

Hello Reanna Albert,
At its meeting on **2026-03-02 14:00:00 PST**, the Civil Service Commission had for its consideration the DPH PSC [DHRPSC0005946].
The Civil Service Commission, APPROVED PSC [DHRPSC0005946] on 2026-03-02.
CSC Approval Type: Conditional Approval Granted

Relevant Comments:**Report Back Date:** 2026-09-07

Report Back Reason: Approve the PSC with the condition to provide the Executive Officer a list of city classifications working alongside consultants on this contract during the life of the agreement within six (6) months. (Vote of 3 to 0)

If this matter is subject to Code of Civil Procedure (CCP) Section 1094.5, the time within which judicial review must be sought is set forth in CCP Section 1094.

NOTE: It is important that a copy of this action be kept in the department files as you will need it in the future as proof of Civil Service Commission approval. Please share it with everyone responsible for follow-up.

CIVIL SERVICE COMMISSION**Sandra Eng | Executive Officer****PSC Summary****=====****Record Number:** DHRPSC0005946 v 1.0

Description of Proposed Work: Contractor will provide Program Administration Services to ensure ongoing project delivery for populations disproportionately affected by sexually transmitted infections (STI), human Immunodeficiency virus (HIV), and Hepatitis C (HCV) in San Francisco. The scope of services will include program administration and/or staffing support for one or more of the following STI/HIV Branch program areas: City Clinic (Patient Care, Research, and Clinical Teaching); LINC (Linkage, Integration, Navigation, and Comprehensive Services); and RADR (Reserve for Accelerated Disease Response).

Request Type: New**Approval Type:** CSC Approval**CSC Review Reason(s):** CSC Approval by Amount**Submitting Department:** DPH**Dept PSC Coordinator:** Reanna Albert**Dept PSC Coordinator Email:** reanna.albert@sfdph.org**Dept PSC Coordinator Phone:** +1 (415) 557-6693**DHR Admin/Reviewer:** Suzanne Choi**CSC Admin/Reviewer:** Elizabeth Aldana**PSC Amount:** \$2,500,000.00**PSC Duration (months):** 60**Funding Source(s):** City Funds, State Funds, Federal Funds

Special Funding Circumstances: The California Department of Public Health (CDPH) and Centers for Disease Control and Prevention (CDC), which are state and federal funders, respectively, require contracting/subcontracting with community-based organizations (CBOs). Per California's Health and Safety Code Section 120511(a)(2), CDPH mandates that "no less than 50 percent of the funds allocated to local health jurisdictions shall be provided to, or used to support activities in partnership with, community-based organizations or nonprofit health care providers, provided that there are CBOs or nonprofit health care providers in the jurisdiction that can conduct the activities and provide these services..." Additionally, the CDC requires that local health jurisdictions receiving grant funds to Support and Scale Up of HIV Prevention Services in Sexual Health Clinics (SHIPS grant) must use funds "to foster action-oriented and strategic partnerships with community providers, community-based organizations...and other entities... to maximize the impact of ending the epidemic implementation and improve equitable access to HIV and sexual health services," which could include funding partner organizations (CDC-RFA-PS-24-0024; Jan 2024; Pgs. 14-15).

Scope of Work: Contractor will support the continuation and preservation of public health services through program administration support and program staffing services, with an emphasis on services supporting San Francisco's current and future strategies related to "Getting to Zero" (GTZ) and "Ending the HIV/STI/HCV Epidemic" Initiatives. Program administration services include support for as-needed and continuing public health research and programs including financial management

and reporting, performance and quality management, and management of subcontract agreements. Program staffing services include, but are not limited to, as-needed recruitment, onboarding, and human resource management of public health positions allowed under Human Resources management directive (currently limited to research staff).

Job Class(es): 1842 - Management Assistant, 1823 - Senior Administrative Analyst, 1654 - Accountant III, 1652 - Accountant II, 1241 - Human Resources Analyst

PSC Justification(s)

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- ✓ Regulatory or legal requirements disallow use of City employees
- ✓ Services requiring specialized expertise, knowledge experience

[Take me to the PSC Record](#)

Ref:TIS6496438_61VrMwWrNOZPc8uRMkR4