

SUMMARY OF DEPARTMENT OPERATIONAL SUPPORT CONTRACT
REQUEST TO THE HEALTH COMMISSION

A DOS Contract is a Contract for the provision of goods or services that directly supports DPH's operations.

Contractor: Vertosoft, LLC	Division/Section:	DPH/Admin
	Deputy Director:	Luenna Kim
Address: 1602 Village Market Blvd SE Ste 230	DPH Administrator:	Eric Raffin
Leesburg, VA 20175	Program Administrator:	Eric Raffin Phone: 628-271-6020
Contact: David Ball Phone: 571-218-5149	Contract Analyst:	Joanna Li Phone: 628-271-6154

Requesting approval of a new contract with Vertosoft, LLC for implementation, license, hosting, support, maintenance, and training of an Enterprise Workforce and Talent Management System in the total amount of \$9,969,556, which includes a 12% contingency, for the term December 31, 2025, through December 30, 2030 (5 years).

Mark only one for each question below:

1. **Vendor Type** ☒ For Profit ☐ Non-Profit ☐ Government Entity
2. **Is the Vendor a CMD Certified LBE?** ☐ Yes ☒ No
3. **Purchasing Authority:** ☒ RFP SFGOV 0000010366 ☐ Sole Source ☐ GPO
4. **Does DPH have other existing contracts with this Vendor?** ☐ Yes ☒ No

If yes, approximately how many years has DPH been doing business with this Vendor? Provide explanation, as needed.

CONTRACT INFORMATION

Proposed Transaction

December 31, 2025 to December 30, 2030

FUNDING SOURCES:

General Fund	\$8,901,390
<u>TOTAL DPH REVENUES:</u>	\$8,901,390

12% Contingency Amount	\$1,068,166
<u>TOTAL CONTRACT AMOUNT WITH CONTINGENCY:</u>	\$9,969,556

<u>ONE-TIME UPFRONT COSTS:</u>	\$1,642,253
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<u>ANNUAL AMOUNT OF CONTRACT*:</u>	\$1,780,278
<i>*Excludes one-time upfront/implementation costs.</i>	

[FOR PROGRAM ADMINISTRATION CONTRACTS ONLY]

Program Administrator Indirect Percent	N/A
<u>TOTAL INDIRECT EXPENSES:</u>	N/A
<u>TOTAL DIRECT EXPENSES:</u>	N/A

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PROPOSED BREAKDOWN OF ITEMS/SERVICES

PROPOSED UNITS OF SERVICES

Item or Service	Quantity	Unit Price	Amount
Workforce Management Software Modules	8,000 users		\$7,259,640
Improvisations Onboarding, One Time Implementation Fee	6,594 Hours	\$250 / hour	\$1,641,750

Purpose of Contract:

The contractor shall provide an Enterprise Workforce and Talent Management (WTS) system to help SFDPH streamline employee scheduling, timekeeping, payroll, and compliance to improve operational efficiency and patient care delivery.

The WTS System will be deployed in a cloud infrastructure and will integrate to existing DPH platforms such as Epic electronic health records system, Oracle payroll system, SmartRecruiters applicant tracking system, ServiceNow service management system, and the MD-Staff medical staff credential system. In addition, The WTS system will support 3,000 users, scalable up to 4,000 users, and will interface with staff's desktops, tablets and smart phones.

Performance Monitoring:

The contract will be monitored in accordance with DPH monitoring procedures by the IT Project Manager through implementation and support throughout its lifecycle.

Listing of CEO, Board of Directors, and Owners of 10% or More of the Firm:

CEO: Jay Colavita

Board of Directors: Vertosoft LLC does not have a Board of Directors.

Owners of 10% or more of the Firm: Lynn Colavita, Chet Hayes, Josh Slattery, John Severino