

SUMMARY OF CONTRACT REQUEST TO THE HEALTH COMMISSION

Contractor	<u>Episcopal Community Services (ECS)</u>	Division/Section	<u>DPH/ Dept Wide</u>
Address	<u>165 Eight Street, 3rd Floor San Francisco, CA 94103</u>	Deputy Director	<u>Greg Wagner</u>
Contact	<u>Julie Leadbetter</u>	DPH Administrator	<u>Kelly Hiramoto</u>
		Program Administrator	<u>James Stroh</u>
		Contract Analyst	<u>April Monegas</u>

DocuSigned by:
Kelly Hiramoto
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Phone **415-255-3445**
Phone **415-802-9276**

Request for approval of a new contract with Episcopal Community Services (ECS) for the provision a safe and supportive environment for persons identified as COVID+ to isolate and quarantine in a congregate setting. Services include 24/7 site operations in a congregate shelter, health and safety monitoring, care coordination, nursing, janitorial, hygiene services and supplies, laundry, and meals. The total proposed contract amount is \$8,120,337, which includes a 12% contingency for the term of December 1, 2020 through November 30, 2021 (1 year).

Non-Profit Gov LBE RFP-Number: RFQ 130-
 _____ HSH-2020 Date: June 4, 2020

New Renewal Mod Sole Source Date: _____

Number of years DPH has been doing business with this organization: ~17 years

<u>CONTRACT INFORMATION:</u>	<u>Prior Transaction</u>	<u>Proposed Transaction</u>	<u>Annualized Difference*</u>
	New – No Prior Transaction	12/1/2020-11/30/2021	
Funding Sources:			
COVID OPS Not FEMA-PAG Eligible	-\$0-	\$7,250,301	\$7,250,301
TOTAL DPH REVENUES	-\$0-	\$7,250,301	\$7,250,301
12% Contingency Amount	-\$0-	\$870,036	\$870,036
CONTRACT TOTAL	-\$0-	\$8,120,337	\$8,120,337
<i>ANNUAL AMOUNT OF CONTRACT</i>			
	-\$0-	\$8,120,337	\$8,120,337
Agency Funds	-\$0-	-\$0-	-\$0-
Contract FTE	N/A	N/A	N/A

<u>PROPOSED:</u>	<u>No. Of Clients</u>	<u>No. of Units Hours</u>	<u>Unit Cost per month</u>
Mode(s) of Service & Unit of Service Definition		Hours	per month
UOS = month	N/A Duplicated	(Estimated)	(Blended)
	N/A Unduplicated		
COVID19/Site Y		12 months	\$347,006
COVID19/Site 37		10 months	\$308,623

Explanation of Service Change and Variances:

This is a new contract.

Monitoring Report/Program Review & Follow-up:

The COVID services will be monitored on an ongoing basis by the City’s COVID response.

Nondiscrimination and Cultural Competency:

The Contractor will participate in applicable cultural competency requirements.

Sole Source: N/A

Other Significant Issues:

This is a new COVID contract to provide Isolation and Quarantine services in a Hotel and Congregate Setting. Specifically, Episcopal Community Services (ECS) will be providing: Isolation and Quarantine Management and Support to Sites Y (Congregate Setting) and Site 37 (Hotel). Episcopal Community Services will be taking over administration and staffing of the sites by providing front line and operations support to complement the City’s Central Command.

ECS has longstanding experience receiving and administering reasonable accommodations, transfer and affiliated client-level requests, including within its interim housing and permanent supportive housing portfolio.

ECS is a non-profit organization and is San Francisco's largest, most comprehensive provider of services and supportive housing. ECS has provided essential services to individuals and families experiencing homelessness in San Francisco since 1983.

ECS was selected under HSH 2020-130 RFQ #130.

Listing of Board of Directors, Owners of 10% or More of the Firm, and Executive Director

Executive Director:

Mary Elizabeth Stokes, Executive Director

Board of Directors

The Rt. Rev. Marc Handley Andrus	Todd Clayter	Sedgwick C. Dienst
Keith Geeslin	Heidi Ho	Dr. Martin C. Jones
Susan Ketcham	Rita Mouton-Patterson	Megan Robershotte
Jonathan Rodriguez	Tajel Shah	Dara Silveira
The Rev. Dr. Susanna Singer	Richard Springwater	Beth Stokes
Yvonne Tatsuno	Kirby Brooks Todd	S. Hassan Zaidi

Owners of 10% or more of the Firm:

N/A

Recommendation: The Department recommends approval of this contract.