

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTHDept. Code: DPHType of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 2006-07/08)Type of Approval: ☐ Expedited ☐ Regular ☐ Annual ☒ Continuing ☐ (Omit Posting)Type of Service: HIV Prevention Services, CHEP Services, Miscellaneous Surveillance ServicesFunding Source: Federal, State, General FundPSC Original Approved Amount: \$140,000,000PSC Original Approved Duration: 07/01/2008 - continuousPSC Mod#1 Amount: \$70,000,000PSC Mod#1 Duration: 04/01/14 - continuousPSC Cumulative Amount Proposed: \$210,000,000PSC Cumulative Duration Proposed: 07/01/2008 - continuous**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Contractor will provide services for the DPH office of Community Health Equity and Promotion, primarily for HIV Prevention programs, including individual risk reduction prevention targeting behavioral risk populations; evaluation of prevention case management services; outreach, including street and venue-based; counseling, testing, referral and partner notification services including basic, advanced, supervisor and continuing education counselor training to DPH-funded HIV prevention professionals who provide HIV risk assessment and disclosure counseling to clients with or at risk for HIV infection; surveillance and seroincidence services, trainings and studies (surveillance services include surveying medical offices, clinics and hospitals for reports of HIV infection and AIDS cases; seroincidence services include the HIV Seroincidence Project, which measures the number of duplicated and unduplicated clients at anonymous HIV testing sites, HIV seroincidence among men who have sex with men who seek anonymous HIV testing and counseling in San Francisco, and identification of the demographics and behavioral factors associated with increased risk taking within this population and measuring change in behavior); and detuned assay training for antibody test counselors. Services will be provided either directly to clients and/or in partnership with DPH as a fiscal intermediary. These services address the need for ongoing capacity building and organizational development among community based organizations and DPH programs in order to increase the effectiveness of HIV prevention efforts, specifically related to organizational capacity, program development capacity and evaluation design, methods and data analysis capability. Also provided will be technical assistance to the HIV Prevention Planning Council and consultation with Council and staff to develop cultural competency criteria and ongoing strategic evaluation and prioritization processes. Funding sources include Federal, State, local grants, and General Fund.

B. Explain why this service is necessary and the consequence of denial:

Most incidents of HIV infection occur among people whose behaviors put them at risk and who have limited access to prevention services. They need to be reached by a range of strategies and interventions that meet their diverse needs and increase the likelihood that prevention messages will have an impact. To increase efficiency in the provision of services, nonprofit agency personnel need to have access to training and technical assistance resources. Logistical and technical support enhance the effectiveness of HPP Council plans. Accurate tracking of the rate of new HIV infection among high risk populations is necessary to plan effective and appropriate service delivery and prevention efforts.

Denial of these services would seriously hinder the City's ability to monitor and control the transmission of HIV and other communicable disease.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.
PSC 2015-98/99

D. Will the contract(s) be renewed?
Yes, depending on need and funding availability.

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why:
The Department expects the need for these services to continue.

2. Reason(s) for the Request

A. Display all that apply

☒ Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload).

☒ Services that require resources that the City lacks (e.g., office space, facilities or equipment with an operator).

Explain the qualifying circumstances:

The contracts under this PSC provide the broad range of community-based services needed to address the needs of the large proportion of San Franciscans who engage in high-risk behaviors which expose them to HIV but who do not routinely use traditional City services to obtain prevention information and who without these community-based service providers would have limited or no access to HIV prevention services. Services are usually street-based or venue-based (bars, doctor's offices, community locations and events, etc.) and are able to be highly specialized, flexible and responsive to the changing needs of the population as methodologies continue to change with the epidemiology of the disease.

B. Reason for the request for modification:
To increase amount to cover contract extensions

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Knowledge of HIV/AIDS prevention education, intervention, training, technical assistance and related resources. Experience in identifying needs for prevention education and providing HIV counseling/testing, risk reduction/behavior change interventions, outreach and information to individuals and groups. Access and sensitivity (cultural/language) to the target populations. Possession of diverse technical assistance resources. Extensive experience in providing management resource training to nonprofit organization personnel.

B. Which, if any, civil service class(es) normally perform(s) this work? 2806, Disease Control Investigator; 2808, Sr Disease Control Invstgtor; 2810, Pr Disease Control Invstgtor; 2819, Assistant Health Educator; 2822, Health Educator; 2825, Senior Health Educator; 2910, Social Worker; 2912, Senior Social Worker; 2914, Social Work Supervisor;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No.

4. If applicable, what efforts has the department made to obtain these services through available resources within the City?

Not Applicable

5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out

A. Explain why civil service classes are not applicable.

Civil Service classifications are not applicable as staffing is only one component of the overall services being provided. Staffing conforms with policy, funding, and legal mandates. These community based organizations have demonstrated better access and sensitivity to the target populations. A large portion of residents engaging in high-risk behaviors do not routinely utilize traditional City clinics/services for prevention information.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No, classifications that may perform some of these services already exist, but the use of Civil Service personnel would be impractical. HIV prevention and education services and methodologies continue to change with the epidemiology of the disease. Most of the services provided are highly specialized.

6. Additional Information

A. Will the contractor directly supervise City and County employee? If so, please include an explanation.

No.

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.

Training is primarily for nonprofit service providers

C. Are there legal mandates requiring the use of contractual services?

No.

D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.

No

E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.

No.

F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.

Please see attachment.

7. Union Notification: On 04/25/16, the Department notified the following employee organizations of this PSC/RFP request:

TWU - Miscellaneous; SEIU Local 1021; Management & Superv Local 21;

☒ I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS FORM IS COMPLETE AND ACCURATE:

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FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 2006-07/08

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Not Required

Approved by DHR on 06/29/2016