

**SAN FRANCISCO  
HEALTH SERVICE SYSTEM**

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**DATE:** January 17, 2025

**TO:** Supervisor Connie Chan, Chair  
Board of Supervisors Budget and Finance Committee

**FROM:** Abbie Yant, Executive Director  
Health Service System

**RE:** Resolution to Approve a Tenth Amendment to the Agreement between P&A Administrative Services, Inc. and the San Francisco Health Service System and extension of the term beyond 10 years

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Attached please find a Resolution for the Board of Supervisors to approve a Tenth Amendment to the agreement between the City, acting by and through San Francisco Health Service System (“SFHSS”), and P & A Administrative Services, Inc. (“P & A”) for administration of COBRA, AB 528 programs, flexible spending accounts and dependent care spending accounts for employees and dependents.

The Resolution will allow SFHSS to (i) extend the term of the current agreement beyond ten (10) years to December 31, 2026, (ii) increase the value of the agreement by \$555,0000 to \$4,667,457, and (iii) authorize the Executive Director of SFHSS to make necessary, non-material changes to the Tenth Amendment before its execution.

Additionally, SFHSS shall conduct a formal competitive procurement (Request for Proposal) for COBRA, AB 528 programs, flexible spending account and dependent care spending account administration with services to begin by or before January 1, 2027.

Furthermore, the proposed Tenth Amendment meets the terms of the Civil Service Commission’s continuing approval obtained on August 5, 2024 by SFHSS [PSC No. 0151-24-8] for benefit contracts.

The following is a list of accompanying documents in support of the Resolution:


1. Executed Ninth Amendment to the Agreement (dated 12/09/2024)
2. Executed Eighth Amendment to the Agreement (dated 8/16/2023)
3. Executed Seventh Amendment to the Agreement (dated 8/26/2022)
4. Executed Sixth Amendment to the Agreement (dated 7/12/2021)
5. Executed Fifth Amendment to the Agreement (dated 7/31/2020)
6. Executed Fourth Amendment to the Agreement (dated 10/03/2018)
7. Executed Third Amendment to the Agreement (dated 4/05/2018)
8. Executed Second Amendment to the Agreement (dated 1/01/2017)
9. Executed First Amendment to the Agreement (dated 7/1/2015)
10. Executed Amendment to the Agreement (dated 3/01/2015)

11. Civil Service Commission, Approved Minutes (8/19/2024) of August 5, 2024 Regular Meeting.
12. Tenth Amendment to the Agreement (draft)

The following person may be contacted regarding this matter:

Michael Visconti  
Contracts Administration Manager  
(628) 652-4645  
michael.visconti@sfgov.org

Respectfully submitted,

DocuSigned by:  


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Abbie Yant, RN, MA  
Executive Director  
San Francisco Health Service System

CC: Jennifer Donnellan, Deputy City Attorney (CAT)  
Gustin Gibert, Deputy City Attorney (CAT)  
Iftikhar Hussain, CFO (HSS)