

SAN FRANCISCO HEALTH SERVICE SYSTEM

Affordable, Quality Benefits & Well-Being

Memorandum

DATE: October 11, 2018

TO: Karen Breslin, President and Members of the Health Service Board

FROM: Abbie Yant, RN, MA Executive Director SFHSS

RE: Black-Out Notice for Expert Opinion, Navigation, Concierge and Musculoskeletal Services Request for Information and 2020 Rates and Benefits

This memo serves as notification to the Health Service Board (“Board”) that the San Francisco Health Service System (“SFHSS”) will be issuing a Request for Information (“RFI”) for Expert Opinion, Navigation, Concierge and Musculoskeletal Services for the period of October to February 2019 and commence the Rates and Benefits process for the 2020 plan year in February 2019. The RFI may lead to a future Request for Proposal for some or all of these services.

Pursuant to the Board’s Provider Selection Policy, the Board must be notified of a Black-Out Period in advance of a solicitation for selection of a primary service provider. The Black-Out period also applies to Rates and Benefits process.

A Black-Out Period is a period of time, from onset to conclusion of a selection process for a primary service provider wherein communication between Board Members and potential service providers seeking contracts with SFHSS on matters solely relating to SFHSS contracting is restricted. Communication includes face-to-face conversation outside Board meetings, telephone conversations, email and text messages, letters, faxes or use of any other social media.

Board members shall not communicate with service providers on matters pertaining to SFHSS except during Board or committee meetings. Board members who communicate with such service providers for reasons unrelated to SFHSS agree to disclose such in writing to the Director and the Board.