

**SAN FRANCISCO
HEALTH SERVICE SYSTEM**

Affordable, Quality Benefits & Well-Being

MEMORANDUM

DATE: February 8, 2018
TO: Randy Scott, President, and Members of the Health Service Board
FROM: Mitchell Griggs
SFHSS Acting Executive Director
RE: Black-Out Notice for 2018 Rates and Benefits and Actuarial and Consulting Services RFP

This memo serves as notification to the Health Service Board (“Board”) that the San Francisco Health Service System (“SFHSS”) is beginning Rates and Benefits for the 2019 plan year and issuing a Request for Proposal (“RFP”) for Actuarial and Consulting services.

Pursuant to the Board’s Service Provider Selection Policy, the Board must be notified of a Black-Out Period when a RFP for the selection of a primary service provider will be released.

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 conversations outside Board or committee 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 HSS agree to disclose such in writing to the Director and the Board.