

MEMORANDUM

DATE: June 11, 2020
TO: Karen Breslin, President, and Members of the Health Service Board
FROM: Abbie Yant
SFHSS Executive Director
RE: Notice of Extension of Period of Unauthorized Communications and Other Prohibited Activities through June 2021

This memorandum shall serve as notification to the Health Service Board (“Board”) of the extension of the period of unauthorized communications and other prohibited activities in connection with the San Francisco Health Service System (“SFHSS”) competitive bid process for medical plans, and for the SFHSS Rates and Benefits process, for the 2022 plan year.

Pursuant to the Board’s Service Provider Selection Policy, the Board must be notified of the start of this period of unauthorized communications and other prohibited activities prior to the release of any solicitation for the selection of a primary service provider, as well as prior to the beginning of the annual SFHSS Rates and Benefits process.

During this period, the Board is prohibited from any communications or activities, with current or potential future service providers, on matters relating to SFHSS competitive bid processes for the selection of the primary service provider for medical plans for the 2022 plan year (“Unauthorized Communications and Other Prohibited Activities”), except communications related to SFHSS matters during Board or Board Committee Meetings.

Unauthorized Communications and Other Prohibited Activities include communications and activities prohibited by state and local laws related to conflicts of interest, including Section 15.103 of the City's Charter, Article III (Conduct of Government Officials and Employees), Chapter 2 (Conflict of Interest and Other Prohibited Activities) of City’s Campaign and Governmental Conduct Code, Section 1.126 of the San Francisco Campaign and Governmental Conduct Code (Campaign Reform Ordinance), and Section 87100 *et seq.* and Section 1090 *et seq.* of the Government Code of the State of California.

Communications and activities include face-to-face conversations, conversations through one or more third-parties or intermediaries, telephone conversations, emails, text messages, letters, faxes or any other social media, written or electronic communications.

Any communications with current or potential future service providers for reasons unrelated to SFHSS during this period must be immediately disclosed in writing to the Executive Director and the Board.

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The period of Unauthorized Communications and Other Prohibited Activities related to the ongoing SFHSS medical plan competitive bid processes commenced on February 13, 2020. It is hereby extended through the competitive bid process for the medical plans (June – December 2020), and the Rates and Benefits process for the 2022 plan year. This period is expected to end in July 2021 after the Board of Supervisors final approval of the 2022 rates and benefits.