

MEMORANDUM

DATE: November 18, 2021

TO: Dr. Stephen Follansbee President, and Members of the Health Service Board

FROM: Abbie Yant, RN, MA Executive Director SFHSS

RE: Black-Out Period Notice through June 2022

This memorandum shall serve as the Black-Out Period notification to the Health Service Board (“Board”) that beginning on September 9, 2021, through June 23, 2022, HSB members are prohibited from unauthorized communications and other prohibited activities in connection with the San Francisco Health Service System (“SFHSS”) formal request for information (“RFI”) from prospective vendors prior to a proposed competitive bid process for the Medicare Advantage (“MA”) plans and the Annual Rates and Benefits process for the 2023 plan year.

Pursuant to the Board’s Service Provider Selection Policy, the Board must be notified of the start of this Black-Out Period 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, including but not limited to MA plans, for the 2023 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.