

SUMMARY OF DEPARTMENT OPERATIONAL SUPPORT CONTRACT REQUEST TO THE HEALTH COMMISSION

A DOS Contract is a Contract for the provision of goods or services that directly supports DPH's operations.

Contractor: PSJ Provider Recruitment	Division/Section: DPH- Human Resources
Address: 1730 Minor Avenue, Suite 400, Seattle, WA 98101	Deputy Director: Greg Wagner, COO
Contact: Josh Erde-Wollheim Phone: 503-720-1034	DPH Administrator: Luenna Kim LK
	Program Administrator: Scott Dewolfe Phone: 628-271-6741
	Contract Analyst: Lin Qiu Phone: 415-554-2612

Request for approval of a New Professional Services Agreement with PSJ Provider Recruitment, LLC to perform recruitment services to fill clinical and executive level positions within DPH. The total proposed agreement amount is \$2,000,000 which includes a 12% contingency for the term of September 1, 2023, through August 31, 2024 (12 months) with an option to extend an additional 19 months through March 31, 2026. (31 months)

Mark only one for each question below:

1. **Vendor Type** For Profit Non-Profit Government Entity
2. **Is the Vendor a CMD Certified LBE?** Yes No
3. **Purchasing Authority:** RFP Sole Source GPO
 <Sole Source Number>
 <Approval Date>
4. **Does DPH have other existing contracts with this Vendor?** Yes No
 If yes, approximately how many years has DPH been doing business with this Vendor? Provide explanation, as needed. 0 This is a new vendor to the Department

CONTRACT INFORMATION

Proposed Transaction

FUNDING SOURCES:

General Fund	
<u>TOTAL DPH REVENUES:</u>	\$1,785,714
12% Contingency Amount	\$214,286
<u>TOTAL CONTRACT AMOUNT WITH CONTINGENCY:</u>	\$2,000,000
<u>ONE-TIME UPFRONT COSTS:</u>	\$0
<u>ANNUAL AMOUNT OF CONTRACT*:</u>	\$1,785,714 (without contingency)
<i>*Excludes one-time upfront/implementation costs.</i>	

[FOR PROGRAM ADMINISTRATION CONTRACTS ONLY]

Program Administrator Indirect Percent	
<u>TOTAL INDIRECT EXPENSES:</u>	
<u>TOTAL DIRECT EXPENSES:</u>	

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PROPOSED BREAKDOWN OF ITEMS/SERVICES

Payment methodology.			
The cost structure of this agreement is a fixed fee per position, recruited by the contractor and hired by the Department. For each candidate the Department will pay 2 fees. The first fee ("Fee #1") will cover at a minimum, planning / strategy session, recruitment effort/outreach, up the candidate interview and offer. The second fee ("Fee #2") will be due and payable only after the candidate is hired.			
Item or Service	Quantity	Unit Price	Amount
Fee #1 Planning, Recruitment, Interview		Per Recruitment	
Advancement Practice Clinician	Actual	\$12,000	Actual
Physician	Actual	\$15,000	Actual
Physician Medical Direct	Actual	\$17,500	Actual
Executive	Actual	\$25,000	Actual
Fee # 2 Placement Fee (Payable once a candidate is hired)			
Advancement Practice Clinician	Actual	\$12,000	Actual
Physician	Actual	\$15,000	Actual
Physician Medical Direct	Actual	\$17,500	Actual
Executive	Actual	\$25,000	Actual
<i>Titles listed above will be "near classed" and adjusted to fit the recruited Civil Service positions.</i>			
Amount allocated to recruitment services. (Fee #1 and Fee #2 and associated candidate expenses as required)			\$1,785,714
Contingency 12%			\$214,286
Total Not to Exceed Amount			\$2,000,000

Purpose of Contract:

PSJ Provider Recruitment, LLC ("PSJ") will assist the Department to fill open positions mainly clinical and executive level due to anticipated retirements, organizational changes and vacancies in Department of Public Health, the contractor will conduct search intake to identify professional qualifications, create unique advertisement, conduct nation-wide marketing to search qualified candidates, screen and create detailed candidate profiles, coordinate with SFDPH HR, support interview process and provide assistances during the hiring process. PSJ Provider Recruitment is an awarded vendor under the Group Purchasing Organization ("Vizient") and the purchasing authority is under Administrative Code 21A.2

PSJ Provider Recruitment, LLC is a professional recruiting company, founded in a non-profit healthcare system corporate. Its parent company is "Providence Health and Service-Washington". Providence health system is one of

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the largest non-profit hospital and physician networks in the US. PSJ Provider Recruitment, LLC has tackled recruitment needs across all 50 states and serve more than 40 other healthcare provider organizations across the country. It provides comprehensive, end-to-end recruiting services, including sourcing, operations, and marketing, for physician, nurse practitioner and physician assistant roles.

Performance Monitoring:

SFDPH and PSJ will hold at a minimum, bi-weekly conference call tracking current searches, candidate submissions, job status open/closed

Health Equity and Inclusion Compliance:

The contractor will provide the necessary information to comply with the Department's Office of Health Equity (OHE) requirements.

Listing of CEO, Board of Directors, and Owners of 10% or More of the Firm:

CEO: Rachelle Daugherty

Board of Directors: Rachelle Daugherty, Sister Susanne Hartung, David Kim, BJ Moore

Owners of 10% or more of the Firm: Rachelle Daugherty, Sister Susanne Hartung, David Kim, BJ Moore