

**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.*

<b>Contractor:</b> Maxim Healthcare Staffing Services, Inc.	<b>Division/Section:</b> DPH - LHH
<b>Address:</b> 7227 Lee Deforest Drive, Columbia, MC 21046	<b>Deputy Director:</b> Roland Pickens <b>DPH Administrator:</b> Neda Ratanawongsa, MD <b>Program Administrator:</b> Gary Cozzi <b>Contact:</b> Hayley Higgins Phone: 510-982-3795
	<b>Phone:</b> 415-327-9998 <b>Phone:</b> 628-271-6155

10/23/2023 | 1

Request for approval of a New Professional Services Agreement with Maxim Healthcare Staffing Services, Inc. to provide temporary as-needed per diem and traveling respiratory therapists personnel in support of the Department's ongoing operational and needs in the San Francisco Health Network. The total proposed contract amount is \$3,000,000 which includes a 12% contingency for the term of October 16, 2023 through October 15, 2025 (2 years).

**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  
SFGOV-0000008473
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. 2 years

**CONTRACT INFORMATION**

**Proposed Transaction**

October 16, 2023 to October 15, 2025

**FUNDING SOURCES:**

General Fund	\$2,640,000
<b><u>TOTAL DPH REVENUES:</u></b>	<b>\$2,640,000</b>
12% Contingency Amount	\$360,000
<b><u>TOTAL CONTRACT AMOUNT WITH CONTINGENCY:</u></b>	<b>\$3,000,000</b>
<b><u>ONE-TIME UPFRONT COSTS:</u></b>	N/A
<b><u>ANNUAL AMOUNT OF CONTRACT*:</u></b>	\$1,320,000
<i>*Excludes one-time upfront/implementation costs.</i>	

**[FOR PROGRAM ADMINISTRATION CONTRACTS ONLY]**

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

## **SUMMARY OF DEPARTMENT OPERATIONAL SUPPORT CONTRACT REQUEST TO THE HEALTH COMMISSION**

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### **PROPOSED BREAKDOWN OF ITEMS/SERVICES**

**Purpose of Contract:**

Item or Service	Per Diem	Traveling	On-Call Factor	Call Back
<b>Respiratory Therapists Personnel Rates</b>				
1) Weekdays – 8 - 12 Hours	\$115	\$110	\$10	\$10
2) Weekends – 8 - 12 Hours	\$115	\$110	\$10	\$10
<b>Neonatal or Pediatric Respiratory Therapists Rates</b>				
1) Weekdays - 8 - 12 Hours	\$125	\$120	\$10	\$10
2) Weekends - 8 - 12 Hours	\$125	\$120	\$10	\$10
<b>ICU or ER Respiratory Therapists</b>				
1) Weekdays - 8 - 12 Hours	\$125	\$120	\$10	\$10
2) Weekends - 8 - 12 Hours	\$125	\$120	\$10	\$10

Maxim Healthcare Staffing Services, Inc. will provide as-needed per diem and traveling respiratory therapists personnel services to the San Francisco Health Network, Zuckerberg San Francisco General Hospital & Trauma Center (ZSFG), Laguna Honda Hospital (LHH) and other San Francisco Health Network facilities in support of the Departments for ongoing operational needs.

Maxim Healthcare Staffing Services, Inc. has been in business for more than 30 years and has a nationwide suite of services which includes home healthcare, companion and behavioral care, healthcare staffing, and workforce solutions.

RFP SF-GOV000008473 established two contracts. Maxim Healthcare Staffing Services, Inc. was ranked the second highest proposer. The Department will prioritize calls based on RFP scores earned, with the highest responsive bidder being called first, the second highest bidder called second, etc. The City reserved the right acting in its sole discretion, during the course of the project to modify call priority based on contractor performance, availability and price. The City's right to reprioritize calls will be a material term of each agreement entered into. No right of action against the City will be created by such right to reprioritize calls. No vendor will be guaranteed any amount of work. The guarantee maximum sum of each agreement entered into will represent Department spending authority only and will not represent an amount guaranteed to be paid to the contractor.

The RFP allows for a contract of up to 9 years which includes contract options which may or may not be exercised.

**Performance Monitoring:**

The contract will be monitored by in accordance with site specific monitoring protocols and San Francisco Health Network monitoring procedures by the Program Manager assigned to these services.

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**Health Equity and Inclusion Compliance:**

The Contractor will provide necessary information to comply with the Department's Office of Health Equity (OHE) requirements and will align with the citywide efforts on contract equity as overseen by the Office of Racial Equity (ORE) in the Human Rights Commission.

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

<b>CEO:</b>	William Butz, President, Chief Executive Officer									
<b>Board of Directors:</b>	<p>James C. Davis 7301 Parkway Dr. Hanover, MD 21076</p> <p>William Butz 7227 Lee DeForest Dr. Columbia, MD 21046</p> <p>Randall Sones 7301 Parkway Dr. Hanover, MD 21076</p>									
<b>Owners of 10% or more of the Firm:</b>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Maxim Healthcare Services Holdings, Inc. 7227 Lee DeForest Dr. Columbia, MD 21046 Tax ID: 83-3043570</td> <td style="width: 30%; text-align: right; vertical-align: top;">100%</td> </tr> <tr> <td>Oak Investment Trust 100 North Tampa St. Suite 2700 Tampa, FL 33602</td> <td style="text-align: right; vertical-align: top;">39.5%</td> </tr> <tr> <td>Oak Investment Trust II 100 North Tampa St. Suite 2700 Tampa, FL 33602</td> <td style="text-align: right; vertical-align: top;">38.9%</td> </tr> <tr> <td>Stephen Bisciotti 7301 Parkway Dr. Hanover, MD 21076</td> <td style="text-align: right; vertical-align: top;">19.7%</td> </tr> </table>		Maxim Healthcare Services Holdings, Inc. 7227 Lee DeForest Dr. Columbia, MD 21046 Tax ID: 83-3043570	100%	Oak Investment Trust 100 North Tampa St. Suite 2700 Tampa, FL 33602	39.5%	Oak Investment Trust II 100 North Tampa St. Suite 2700 Tampa, FL 33602	38.9%	Stephen Bisciotti 7301 Parkway Dr. Hanover, MD 21076	19.7%
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