



PUBLIC HEALTH™  
FOUNDATION ENTERPRISES  
A 501 (c)3 Nonprofit Corporation

# CAPABILITY STATEMENT

Public Health Foundation Enterprises, Inc. (PHFE) , dba PHFE Management Solutions, a California 501(c)3 nonprofit organization, serves the non-profit, government and for-profit communities as an infrastructure management support organization. PHFE offers nationally recognized expertise in the areas of Program Development, Human Resources, Fiscal Administration, Evaluation and Contracts & Grants Administration as well as an array of consulting services to assist you in the delivery of needed services and products. Areas of services include, but are not limited to:

- Project Management
- Contracts/Grants Management
- Budget Development & Management
- Human Resource Management
- Payroll
- Account Payable/Receivable
- Proposal & Grant Writing Assistance
- Business Systems Analysis & Reengineering
- Quality Assurance Testing
- Informatics Consulting
- And Other Support Services

## PHFE EXPERIENCE

Since 1968 PHFE has earned a national reputation as a partner to many program providers by offering highly cost-effective, streamlined and accurate automated management information systems. Our highly trained and diverse professional staff has extensive experience throughout the nonprofit, government and private sectors.

Currently, PHFE participates in the operation of over 300 programs throughout California and the United States, with budgets totaling over \$100 million. In addition to our core corporate staff of fifty-one individuals, we employ approximately 1,600 people in a variety of professional and service categories.

PHFE utilizes the services of the law firm of Silver & Freedman for human resource and labor issues.

## THE PHFE MISSION

***“PHFE is dedicated to improving the health and well-being of people and communities by providing a wide spectrum of quality management services. As a nonprofit organization, PHFE serves as a catalyst to meet the public health challenges of tomorrow in partnership with government, nonprofit and for-profit organizations.”***

**PHFE’s experience and expertise spans a wide range of public health fields, including:**

<ul style="list-style-type: none"><li>• Arts</li><li>• Bioterrorism</li><li>• Cancer</li><li>• Cardiology</li><li>• Communicable Diseases</li><li>• Consulting</li><li>• Dental/Oral Health</li><li>• Education</li><li>• Environmental Health</li><li>• Evaluation/Data Analysis</li><li>• Family Services</li><li>• Gang Intervention/Prevention</li><li>• GLTBQQ</li><li>• Health Care Access and Outreach</li></ul>	<ul style="list-style-type: none"><li>• Healthy Lifestyles</li><li>• HIV/AIDS</li><li>• Informatics</li><li>• Low Income/Underserved Populations</li><li>• Maternal and Child Health</li><li>• Public and Society Benefit</li><li>• Public Health</li><li>• Senior Services</li><li>• STI/STD</li><li>• Substance Use/Abuse</li><li>• Teen Pregnancy and Parenthood</li><li>• Tobacco</li><li>• Virology</li><li>• Youth Services</li></ul>
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**PHFE STAFF**

PHFE prides itself in its staff, consisting of some of the most highly respected and experienced professionals in their fields. Additionally, PHFE's Board is comprised of nationally renowned leaders in the public health field, actively participates in maintaining the highest of standards. Through years of relationship building, PHFE also has at its disposal a wealth of personnel available to meet specialized staffing needs of specific programs or projects when needed.

Unlike most organizations today, the President/CEO and Management Team are personally engaged in the daily operational management of PHFE activities providing each program the “human touch” so important to making sure clients’ needs are met.

**CORE SERVICES**

PHFE offers a wide range of services in the following areas:

***PROGRAM DEVELOPMENT***

- Collaboration in Proposal/Grant Writing
- Private and Government Funding Search Assistance
- Program Growth and Sustainability
- Organizational Development and Training
- Executive Director Training
- Strategic Planning
- Fund Development
- Finance/Budget
- Personnel

***HUMAN RESOURCE/PAYROLL SERVICES***

- Management of Workers Compensation Claims
- Management/Tracking of Various Leaves and Associated Accruals
- Management of Unemployment Claims/Eligibility
- Management of Employee Benefit Plans/Timely Enrollment
- Liaison Between Employee and Insurance Carrier
- Management of 403(B) Plans, including Contributions, Loans and Rollovers
- COBRA Compliance

### ***HUMAN RESOURCE/PAYROLL SERVICES (continued)***

- Filing of 5500 Reports in Compliance with ERISA
- Provide Newly Hired Employees with Orientation to Fully Explain Policies and Procedures
- Management of I-9 Documentation
- Maintenance of Employee Personnel Files
- Maintenance of all Personnel and Payroll Information in Comprehensive Computer Database System
- Program Orientation to all New Program Directors to Explain PHFE Policies and Procedures
- Assist in the Development of Project Procedures/Processes
- Development of Program Specific Office Policies
- Provide a full array of insurance coverage and employee benefits
- Negotiate Employee Benefits with Carriers
- Process of Semi-monthly Payroll
- Audit of Timesheets for Hours Worked in Compliance with State and Federal Regulations
- Ensure Proper Payment of Wages
- Management of Employee Garnishments
- Management of Credit Union Payroll Deductions
- Ensure Accuracy of State and Federal Payroll Taxes
- Ensure all Recruitment Procedures, Paperwork, Job Postings and Advertisements are EEO/ADA Compliant
- Assist Program Supervisors with all Disciplinary Matters to Ensure Fair and Equitable Treatment of all Employees
- Maintenance of Personnel Policies and Procedures Manual in Compliance with State and Federal Regulations
- Filing of all Required Government Certifications/Reports
- Ensure Compliance with and Reporting Requirements for Federal and State Regulations
- Assistance with the following HR functions:
  - Comprehensive Recruitment of New Employees
  - Development of Recruitment Paperwork, Including Job Descriptions, Task Analysis, Postings
  - Development of Resume Score Sheets, Assist in Scoring
  - Development of Interview Questions and Process
  - Participation in Interview Process
- Supervisory Training
- Staff Development Training
- Conflict Resolution & Mediation Services

### ***FISCAL SERVICES***

#### ***1. Compliance***

- Independent Audits in compliance with OMB Circulars
- Preparation of Personal Property Tax Exemption Forms
- Legal Maintenance of Records
- Organizational Corporate Tax Filing (990, 199, RRF1)
- Equipment Inventory/Tracking
- Other Compliance Issue(s) Specific to Your Program

#### ***2. Budget Management & Analysis***

- Preparation of Program Budget
- Establishment of Chart of Accounts for required tracking and reporting
- Budget Modifications in Accordance with Contract Guidelines
- Expenditure Level Tracking
- Account Receivable/Billings
- Monthly Expenditure Reporting
- Invoicing of Granting Agency
- Comprehensive Computer Database Management

***FISCAL SERVICES (continued)***

***3. Accounts Payable***

- Establishment of Credit Accounts with Vendors
- Review of Program Invoices for Compliance (per contract)
- Encumbrance Reporting (ensure availability of funds)
- Audit/preparation of Payment Vouchers to Ensure Compliance
- Resolution of Vendor Payment Discrepancies
- Processing of Travel Claims (per contract)
- Independent Contractor Agreements/Payments
- Corporate Credit Cards
- Semi-Weekly Check Processing
- Orientation of Forms Completion
- Maintenance of Paid Bills Files
- Annual 1099 Issuance
- Establishment of Agency/Charitable Funds
- Monthly Activity Reports

***EVALUATION & CONTRACT ADMINISTRATION MANAGEMENT***

- Preparation of Memorandums of Understanding
- Assistance with Funding Searches
- Attendance of Bidders Conference with or on Behalf of P.I.
- Coordination of Proposal Preparation/Budget Development
- Participation in Negotiation of Award Terms and Conditions
- Collaboration in Proposal/Grant Writing
- Representation of PHFE Programs in Meetings and Conferences with Officials of Funding Agencies
- Coordination of Timely Submission of all Reporting Required by Funding Agency
- Review of Lease Arrangements and Facilities Planning
- Monitoring of Expenditures and Budget Revisions for Budgetary Control
- Management and Oversight of Subcontracts/Mini Grants
- Site Visits
- Facilitating Special Requests from Programs
- Liaison between Funding Agencies and Project Directors
- Follow-up on Customer/Client Concerns
- Participation in Orientation of all New Project Staff
- Establishment of Project Information Database
- Coordination of Liability Insurance Requirements
- Maintenance of Program Files

***ADDITIONAL SERVICES AVAILABLE (negotiable)***

***DIRECT CONSULTING SERVICES***

- Project Management
- Business/Systems Analysis & Reengineering
- Informatics Consulting
- Partnered Services
- Procurement
- Quality Assurance and Testing

***MANAGEMENT & INFORMATION TECHNOLOGY***

- Evaluation, Procurement, Implementation, and Monitoring of Automated Data Processing and Telecommunications Systems

***MANAGEMENT & INFORMATION TECHNOLOGY (continued)***

- Technical Support, Assistance and Instruction to User of These Systems
- Participation in the Design, Creation, Alteration and Trouble Shooting of Both Manual and Customized Automated Applications
- Assistance in the Creation, Development, Maintenance, Modification and Upgrades of Database Administration
- Evaluation of Needs and Recommendations for Equipment Purchases
- Software Training

***FISCAL***

- Purchasing Agent for Services and Supplies

**OTHER SUPPORT SERVICES**

- Event Planning
  - Registration and/or Tracking
  - Mailings
  - Design of Fliers/Brochures
- Document Preparation
- Document Duplication
- Bulk Mailings
- Word Processing
- Graphic Design
- Document Translation
- Legal Consultation
- Management Audits

All of PHFE services are provided in accordance with generally accepted accounting principles, and OMB Circular A-133 regulation, A-128 regulations and FAR.

**CONCLUSION**

We are proud to have made a difference in the lives of hundreds of thousands of people through our integration and support of thousands of programs. Let us help YOU make a difference too!