



**Agenda Item 4
October 1, 2014**

DATE: September 19, 2014
TO: Children and Families Commission of Orange County
FROM: Christina Altmayer, Executive Director 
SUBJECT: Panel of Qualified On-Call Evaluation Consultants and Contract Authority for Evaluation Projects

SUMMARY:

The Children and Families Commission of Orange County's business model and organizational structure relies on evaluation consultants to help develop and implement strategies established by the Commission. An On-Call Evaluation Services Request for Qualifications (RFQ) was developed for evaluation consultants to assist with ongoing design and implementation of the Commission's evaluation framework, which measures the quantity and quality of services provided by organizations funded by the Commission. The intent of the RFQ was to establish a roster of qualified on-call consultants to provide evaluation support on special projects as needed.

This agenda item requests Commission approval of a proposed panel of qualified on-call evaluation consultants, and contracting authority to initiate work on three immediate evaluation projects.

DISCUSSION:

Evaluation Support and Services

Proposition 10 requires each County Commission have a plan that describes the goals and objectives to be achieved; the programs, services and projects to be provided; and how measurable outcomes of programs, services, and projects will be determined using appropriate and reliable indicators. To address this mandate, the Commission's Evaluation team, lead by the Evaluation Manager, measures progress toward achievement of the goals and objectives in the Commission's Strategic Plan.

Additionally, as the Commission begins to more aggressively pursue national and federal funding, it is necessary to have independent review of funded programs as well as have a panel of evaluators that can support grants as awarded. A common condition of federal grant awards is the inclusion of an independent evaluator as part of the project team.

The Commission issued a RFQ and posted notification on the Commission's website on August 1, 2014. A total of 14 applications were received from individuals and firms interested in providing evaluation services to the Commission. Consultants could request to be qualified in one or more of the following eight areas as identified in the RFQ:

1. Assist with analyzing Commission data and assist in preparing reports for the Commission;
2. Contribute to the ongoing review and design of Commission evaluation data collection;
3. Conduct and report on program evaluations;

4. Serve in an advisory capacity to the Commission on its overall evaluation design and on individual program evaluations;
5. Serve as a project manager to implement evaluation requirements of grant funded collaborative community projects or projects implemented across California counties;
6. Collect and compile Commission-wide data that are not currently collected in the Commission's Data Collection and Reporting System;
7. Develop, compile, and/or utilize county-wide data or prepare countywide assessments to provide an overview of the present and emerging needs of children and their families; or,
8. Provide technical assistance on performance measurement and evaluation requirements to Commission collaborative grant-funded programs.

Attachment 1 provides a roster of qualified on-call evaluation consultants from which the Commission may draw upon for additional evaluation services throughout the year as needs arise. At which time proposals will be requested from one or more evaluators depending on the scope of work required and qualifications of the evaluator. Qualifying applicants to be placed on this roster does not obligate the Commission to utilize their services and no commitment is made to issue contracts to them or engage their services in any way. A total of \$207,075 was approved in the FY 2014/15 Budget for evaluation related work and contracts will require approval of the Commission as appropriate with the contracting authority policies. All evaluation consultant agreements will include a requirement to disclose any potential conflicts of interest and provide assurances that the consultant will refrain from actions giving rise to potential conflicts of interest, consistent with the updated Consultant Agreement boilerplate approved by the Commission in December 2013.

Proposed Evaluation Projects

Contracting authority is requested to proceed with three evaluation projects as outlined below.

1. *2015 Community Indicators Report*- Since inception, the Commission has supported the preparation of this annual report to track indicators on a range of areas important to the County's health and growth. Continuing with last year's process, the Commission will partner with CalOptima and Orange County United Way to prepare the 2015 report. Commission authority is requested to select a consultant from the on-call panel and contract for preparation of the 2015 report, consistent with the approved budget (\$25,000). Balance of funding will be provided by CalOptima and Orange County United Way for a total not to exceed contract of \$75,000.
2. *Orange County Healthier Together Web Portal* - This past year, the County Health Care Agency, Public Health has been working diligently to develop a *Community Health Improvement Plan* in conjunction with a diverse group of community stakeholders. The resulting initiative for implementation of the plan is known as *Orange County's Healthier Together*. An ad hoc group for this project reviewed available tools for hosting and presenting indicator information on the internet and recommended support for the platform created by the Healthy Communities Institute, a leading community and population health improvement platform. The community group also recommended shared sponsorship costs to ensure that the resource is developed as a community asset and used as a central source for posting Orange County specific health related reports such as the Conditions of Children Report, Community Indicators Report, the Early Developmental Index, and hospital community benefit plans. Participation in support for the web portal (Attachment 3) is recommended.

Since the Health Care Agency is working with the Healthy Communities Institute to determine the appropriate mechanism for sponsorship payment, Commission authority is requested to pay the Commission's \$13,000 contribution in one of the following three options:

- Directly to the Healthy Communities Institute
- To the Health Care Agency who would serve as fiscal intermediary for project sponsorships
- To the Healthy Communities Institute which would serve as fiscal intermediary for project sponsorships. Potential organizations who are considering sponsorship opportunities include CalOptima, Orange County United Way, and other members of the Health Funders Partnership.

The Commission's \$13,000 contribution would be paid from the FY 2013/14 unexpended administrative carryover, pending Commission approval of the budgetary action in Agenda Item 8.

3. *Statewide Help Me Grow Evaluation* – Through funding from First 5 California, and in partnership with the First 5 Association, contracting authority is requested to serve as the fiscal agent for a State wide evaluation of the California Help Me Grow program. The Commission was the first affiliate of the Help Me Grow program started in Connecticut which connects families with developmental serves. The total budget and funding from First 5 California will be \$59,500 which includes:

- Consultant Support (\$45,000) – Harder + Company Community Research, Inc., one of the firms included on the on-call panel, will be engaged to assess current evaluation and data collection practices by local Help Me Grow affiliates through the State. There are currently eight affiliates in California. Currently, each local Help Me Grow affiliate collects its own data using its own data systems. Starting next year however, affiliates will need to report on core indicators to the Help Me Grow National Center, marking the first time that California submits data on common variables from all eight affiliate counties.

In order to prepare for this and future statewide data collection needs, Harder + Company will support a data audit to ensure that data are compatible across counties; test categories and identify necessary variables; and explore options for collecting information from multiple counties in an efficient, effective, and comprehensive manner. This current proposal will also leverage and align with the work Harder + Company is conducting for the David and Lucille Packard Foundation related to Help Me Grow. Under this scope, Harder + Company will convene key stakeholders (e.g., First 5 Association, David and Lucille Packard Foundation, Help Me Grow affiliates, and other advocates) to address pending questions about the need for overarching evaluations of early intervention efforts across California.

- First 5 Association Administrative Support (\$6,750) – The First 5 Association will provide administrative support in convening participation of representatives from the eight affiliates throughout the State.

- Commission Administrative fee (\$7,750) – The Commission will receive reimbursement of \$7,750 for serving as fiscal agent to cover contract administrative costs.

STRATEGIC PLAN & FISCAL SUMMARY:

The proposed action has been specifically reviewed in relation to the Commission's Strategic Plan and is consistent with the Commission's goals. Recommended funding is consistent with the approved FY 2014/15 Budget and/or provides amended funding, subject to Commission approval.

PRIOR COMMISSION ACTION:

May 2014 – Approved set aside funding of \$25,000 for Commission support of the development of the 2015 Community Indicators Report.

RECOMMENDED ACTIONS:

1. Approve the panel of qualified on-call evaluation consultants (Attachment 1).
2. Authorize Executive Director and Commission Counsel to prepare and negotiate agreement with First 5 California to receive up to \$59,500 to serve as fiscal agent for a statewide evaluation of the California Help Me Grow program for a term of 12 months starting October 1, 2014.
3. Adopt resolution (Attachment 4) authorizing the Executive Director, or designee, and Commission Counsel to prepare and negotiate Agreements, with designated individuals and/or organizations to provide evaluation services for the terms, in the amounts, and on the conditions as specified in Attachments 2 and 3.

ATTACHMENTS:

1. Roster of Qualified On-Call Evaluation Consultants
2. Evaluation Project Funding Term Sheet
3. Orange County Healthier Together Web Portal Sponsorship
4. Resolution

Contact: Sharon Boles

ROSTER OF QUALIFIED ON-CALL EVALUATION CONSULTANTS

Evaluator	1. Assisting with Analyzing Commission Data and Assist in Preparing Reports for the Commission (Examples: Year to Year Comparisons of Core Data Elements, Reports on Service Outcomes, Comparisons of Commission Data with Community-Wide Data)	2. Contribute to the Ongoing Review and Design of Commission Evaluation Data Collection Requirements (Examples: Annual Review of data Collection Requirements)	3. Conduct and Report on Program Evaluations (Examples: Capacity Building, Catalytic Grants)	4. Serve in Advisory Capacity (Examples: Review and Advise on Program Evaluation Proposals)	5. Serve as Project Manager to Implement Evaluation Requirements of Grant Funded Collaborative Community Projects or Projects Implemented Across California Counties	6. Collect and Compile Commission-Wide Data That Are Not Currently Collected in the Commission's Data Collection and Reporting System (Examples: Surveys of Clients, Focus Groups)	7. Develop, Compile and/or Utilize County Wide Data or Prepare Countywide Assessments (Examples: Early Development Index, Bridges Maternal Child Health Network, Community Indicators Report)	8. Conduct and Report on Program Evaluations (Examples: Capacity Building, Catalytic Grants)
Barbara Aved Associates	X	X	X	X	X	X	X	X
Burke Consulting	X	X					X	
Children and Family Futures, Inc	X	X	X	X	X	X	X	X
Ersoylu Consulting		X	X	X	X	X		X
EVALCORPS	X	X	X	X		X	X	X
Harder + Company Community Research	X	X	X	X	X	X	X	X
Health Management Associates	X	X	X	X	X	X	X	X
Keene Insights	X	X	X	X	X	X		X
Noelle Banuelos (Independent Consultant)	X	X	X	X	X	X	X	X
Parsons Consulting	X	X				X	X	X
Pedroso Consulting	X	X	X	X	X	X	X	X

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School of Education, University of California ,Irvine	X	X	X	X	X	X	X	X
Turning West, Inc.		X	X	X		X	X	
Walter R. McDonald & Associates	X	X	X	X	X	X	X	X

Evaluation Project Funding Term Sheet

Agreement Number	Organization/ Program Name	Term	Maximum Funding Obligation	Comments
C-316	To Be Determined (Consultant to Be Selected from List of Qualified On-Call Evaluators)	November 1, 2014– October 31, 2015	\$75,000	Development of the Community Indicators Report for 2015. Project sponsors include the CalOptima and Orange County United Way.
C-317	Harder + Company Community Research, Inc.	October 1, 2014 – September 30, 2015	\$45,000	Statewide Help Me Grow Evaluation. The Commission will receive reimbursement for serving as fiscal agent to cover contract administrative costs.
PS-100	Healthy Communities Institute Corporation or Orange County Health Care Agency (Or Other Contracting Mechanism for Sponsorship Payment)	November 1, 2014 – October 31, 2015	\$13,000	Sponsorship for the Healthy Communities web portal, as indicated on Attachment 3. Project sponsors include the Orange County Health Care Agency.
			\$133,000	TOTAL FUNDING

**Orange County Healthier Together
Web Portal Sponsorship**
<http://healthycommunitiesinstitute.com>

Background

1. Establishment of a community health data portal was a primary goal of the advisory group that developed the OC Health Improvement Plan. The initiative engaging in the community health assessment and developing the plan has been supported by the Health Care Agency and become known as Orange County's Healthier Together.
2. Healthy Communities, Inc. portal was selected with consensus of community partners after years of collaborative inquiry led by both the Children and Families Commission (through their Alliance activities) and the Health Care Agency. The web portal allows for communities to feature planning and assessment activities as well as provide access to community health data.
3. The Health Care Agency entered into a two-year agreement with Healthy communities, Inc. to bring the site to Orange County on behalf of the community; and has agreed to provide in-kind support to manage the site. Current direct annual cost of the portal is \$40,000, which includes a reduction of \$5,000 annually given as an incentive to execute the contract by June 30th.
4. The site has a target "go live" date of November 1. The site will feature both community health planning initiatives and data access.

Key (Non exhaustive) Functions of the Site

1. Allow easy access to community health (and social) indicators for planning purposes.
2. Ability to add additional data deemed important to the community.
3. Provide public information on community health-related priorities and community-wide initiatives.
4. Provide easy access to health-related community resources.

Sponsorship

Sharing fiscal support of the site through sponsorships has many benefits:

1. It demonstrates community wide support for the portal.
2. It demonstrates the collaborative nature of the initiative.
3. It reduces the fiscal impact to any single organization.
4. It provides opportunities to highlight multiple community health planning initiatives.
5. It provides recognition to sponsors.

If three agencies shared the initial annual site costs, the approximate cost to each organization would be approximately \$13,000.

In return for sponsorship each organization will be provided at minimum:

1. Recognition as a site sponsor on the home page, including use of the sponsor's logo
2. Inclusion of the sponsor's health planning efforts (e.g. assessments, plans, progress reports, key initiatives, etc.) in the primary initiatives "tab." This includes building and maintaining approximately 1-4 subpages and/or creating links to external sites.
3. Approximately 2-3 rotating ads and/or home page "feature stories" highlighting the sponsor's health planning efforts

The sponsor annual term is anticipated to be November 1 to October 31.

CHILDREN AND FAMILIES COMMISSION OF ORANGE COUNTY

RESOLUTION NO. ___-14-C&FC

October 1, 2014

A RESOLUTION OF THE CHILDREN AND FAMILIES COMMISSION OF ORANGE COUNTY DIRECTING THE EXECUTIVE DIRECTOR AND COMMISSION COUNSEL TO PREPARE AND NEGOTIATE AGREEMENTS WITH DESIGNATED INDIVIDUALS AND/OR ORGANIZATIONS TO PROVIDE SERVICES IMPLEMENTING THE 2015 COMMUNITY INDICATORS REPORT, HEALTHY COMMUNITIES INSTITUTE INDICATOR WEB PLATFORM, AND CALIFORNIA HELP ME GROW PROGRAM EVALUATION PROJECTS; AND, AUTHORIZING APPROVAL AND EXECUTION OF SUCH AGREEMENTS ON BEHALF OF THE COMMISSION

WHEREAS, in order to facilitate the creation and implementation of an integrated, comprehensive, and collaborative system of information and services to enhance optimal early childhood development, the legislature adopted legislation set forth in the California Children and Families Act of 1998, Health and Safety Code Section 130100, *et seq.* (as amended, the “Act”) implementing the Children and Families First Initiative passed by the California electorate in November, 1998 and establishing the California Children and Families Commission and County Children and Families Commissions, including this Children and Families Commission of Orange County (“Commission”); and

WHEREAS, Commission adopted its Strategic Plan to define how funds authorized under the Act and allocated to the Commission should best be used to meet the critical needs of Orange County’s children prenatal to five years of age as codified in the Act; and

WHEREAS, the Executive Director and Commission Counsel have prepared a standard Consultant Services Agreement, which was approved by the Commission; and

WHEREAS, the Commission desires to enter Agreements with each of the Individuals and/or Organizations, hereinafter referred to as the “Contractor”, identified in the staff report for the October 1, 2014 Commission meeting to provide Services implementing the 2015 Community Indicators Report, Healthy Communities Institute Indicator Web Platform, and California Help Me Grow Program evaluation projects, for the terms and in the amounts and on the conditions as described in Attachment 2 therein; and

WHEREAS, each Contractor desires to enter into the applicable Agreements in furtherance of the purposes of the Act and the Strategic Plan on the terms and conditions set forth in the applicable Agreements; and

WHEREAS, Commission has reviewed the staff report for the October 1, 2014 Commission meeting relating to the scopes of services to be provided and hereby finds and determines that the proposed Agreements are in furtherance of and consistent with the Commission’s Strategic Plan; and

WHEREAS, Commission desires to authorize the Commission Chair and Commission Clerk to execute the Agreements with each of the Contractors, for the terms and in the amounts and on the conditions as specified in Attachment 2 to the October 1, 2014 staff report for this Agenda Item.

NOW, THEREFORE BE IT RESOLVED BY THE COMMISSIONERS OF THE CHILDREN AND FAMILIES COMMISSION OF ORANGE COUNTY AS FOLLOWS:

Section 1 Commission finds and determines the foregoing Recitals are true and correct and are a substantive part of this Resolution.

Section 2 Commission authorizes the Executive Director, or designee, and Commission Counsel to prepare and negotiate Agreements with each of the Contractors as described in Attachment 2 to the October 1, 2014 staff report for this Agenda Item to provide Services implementing the 2015 Community Indicators Report, Healthy Communities Institute Indicator Web Platform, and California Help Me Grow Program evaluation projects, for the terms and in the amounts and on the conditions, consistent with the October 1, 2014 staff report and scope of services referenced therein; and

Section 3 The form of any Agreements with the Contractors, for the terms and in the amounts specified in Attachment 2 to the October 1, 2014 staff report for this Agenda Item shall be substantially similar to the form of the standard Consultant Services Agreement, subject to minor, non-substantive revisions as reviewed and approved by the Executive Director or designee and Commission Counsel. The approval by the Executive Director or designee of the Agreements shall be conclusively evidenced by the execution of such Agreements by the Commission Chair and delivery thereof to the Commission Clerk.

Section 4 Commission hereby approves the Agreements with each of the Contractors as described in Attachment 2 to the October 1, 2014 staff report for this Agenda Item to provide Services implementing the 2015 Community Indicators Report, Healthy Communities Institute Indicator Web Platform, and California Help Me Grow Program evaluation projects, for the terms and in the amounts and on the conditions as specified in the October 1, 2014 staff report for this Agenda Item.

Section 5 The Commission Chair and the Clerk of the Commission are hereby authorized to execute and attest, respectively, the Agreements on behalf of the Commission.

Section 6 A copy of each Agreement when executed by the Commission Chair and attested by the Clerk of the Commission shall be appended hereto as a part of Exhibit A to this Resolution. Exhibit A is hereby fully incorporated as a part of this Resolution by this reference and made a part hereof. Each final executed Agreement shall be placed on file in the office of the Clerk of the Commission.

Section 7 In addition to the authorization of Section 2 above, the Executive Director, or designee, is hereby authorized, on behalf of the Commission, (i) to sign all documents necessary and appropriate to carry out and implement the Agreement(s), (ii) to cause the issuance of warrants, (iii) to administer the Commission's obligations, responsibilities, and duties to be performed under such agreement(s), and (iv) during the term thereof to provide waivers, administrative interpretations, and minor modifications of the provisions of such agreement(s) in the furtherance thereof.

Section 8 The Clerk of the Commission shall certify to the adoption of this Resolution.

The foregoing resolution was passed and adopted by the following vote of the Children and Families Commission of Orange County on October 1, 2014 to wit:

AYES Commissioners: _____

NOES Commissioner(s): _____

EXCUSED Commissioner(s): _____

ABSTAINED Commissioner(s): _____

CHAIR

STATE OF CALIFORNIA)
)
COUNTY OF ORANGE)

I, SUSAN NOVAK, Clerk of the Commission of Orange County, California, hereby certify that a copy of this document has been delivered to the Chair of the Commission and that the above and foregoing Resolution was duly and regularly adopted by the Children and Families Commission of Orange County.

IN WITNESS WHEREOF, I have hereto set my hand and seal.

SUSAN NOVAK
Clerk of the Commission, Children and Families Commission of
Orange County, County of Orange, State of California

Resolution No: __-14-C&FC

Agenda Date: October 1, 2014

Item No. __



I certify that the foregoing is a true and correct copy of the Resolution adopted by the

SUSAN NOVAK, Clerk of the Commission

By: _____
Deputy

EXHIBIT A TO RESOLUTION OF COMMISSION

(Attach copy(ies) of final executed Agreements)