

**Agenda Item 5**
March 2, 2016

DATE: February 20, 2016

TO: Children and Families Commission of Orange County

FROM: Christina Altmayer, Executive Director 

SUBJECT: Annual Report on the Conditions of Children in Orange County

ACTION: Adopt resolution authorizing agreements with recommended consultants for the Conditions of Children Report

SUMMARY:

The Children and Families Commission supports the development of countywide indicator reports to inform the Commission's work related to the healthy development and school readiness of Orange County children. The Commission has co-sponsored the development and distribution of the Annual Report on the Conditions of Children with the County of Orange through the Orange County Children's Partnership (OCCP). As approved by the Commission at the December 2014 meeting, the County of Orange Social Services Agency (SSA) has requested that the Commission assume responsibility for development and production of the report for three years. This agenda item requests Commission approval of contracting authority to initiate work on the 22nd Annual Report on the Conditions of Children in Orange County, year two of the three year agreement, consistent with the Commission's agreement with SSA.

DISCUSSION:

Since 1993, the Orange County Children's Partnership has sponsored the Annual Report on the Conditions of Children in Orange County. The Orange County Children's Partnership is a formal advisory committee to the Board of Supervisors. In 2014, Commission staff supported and championed the Partnership's review of the Conditions of Children Report to strengthen how the report helps to achieve its mission to "advance more responsive services that effectively meet the needs of children and families in Orange County communities." An executive committee of the Partnership was established to direct the redesign effort, including the following areas of consensus for change:

- Focus more on outcomes (as opposed to services)
- Prioritize, streamline, and improve the quality of the current indicators
- Ensure indicators and data are presented in context of the County's population
- Produce a report that is more streamlined and actionable

In 2014, SSA requested that the Commission take the lead in development of the report for the next three years. Assuming responsibility for the Annual Report on Conditions of Children in Orange County aligns with the Commission's Strategic Plan and three-year Business Plan approved in April 2014. In December 2014, the Commission approved the negotiation of an agreement with the County of Orange Social Services Agency to develop the Conditions of Children Report for Fiscal Year 2015/16, Fiscal Year 2016/17 and Fiscal Year 2017/18 for a maximum payment of \$339,000. In addition, the Commission approved reallocating \$25,000 for the development of the 22nd

Conditions of Children Report from SSA to support project management costs. While the total budget for the 22nd Annual Report on Conditions of Children was not to exceed \$138,000, staff recommends an additional \$5,000 in project management costs to identify options to increase the accessibility of the Annual Report in electronic format and social media.

Staff proposes to rely on the same slate of consultants to support the 2016 Report that were selected through a competitive process in 2015. In March 2015, the Commission approved entering into an agreement with Health Management Associates (HMA) for a term of one year with the option to extend for two additional years. In exercising this option, HMA will continue to work under the direction of the project manager and contributing agencies to gather data on the indicators; collect and analyze all primary and secondary indicators; collect relevant narrative analyses and illustrative examples regarding the status of children in Orange County; and compose a high quality Annual Report that is accurate in the data provided.

The 21st Annual Report on Conditions of Children was completed in the summer of 2015 and presented to the Orange County Board of Supervisors in October 2015, where outstanding reviews were received from the Supervisors. In January 2016, the Commission conducted a survey of OCCP members and data contributors to assess satisfaction with the new process for developing the Report; the technical assistance provided by the evaluation and project management consultants; and suggestions for improving the Report. Overall, the new process and consultants received very positive feedback. To be responsive to feedback from the Board of Supervisors and OCCP members, the evaluation and project manager's scope of work will include the following additional tasks:

- Conduct an analysis of alternative methods and/or venues for developing an online, interactive version of the Annual Report;
- Meet with the lead data contributing agencies to discuss preliminary findings of the data and suggestions for data to highlight in the executive summary in the 22nd annual report;
- Develop recommendations for the OCCP on which indicators to possibly include in heat map(s) which represent graphically where children in Orange County face multiple risk factors (such as poor educational outcomes, child maltreatment, juvenile justice involvement);
- Conduct an analysis of additional methods for promoting the Annual Report and Community Forums; and,
- Develop a social media plan to distribute and repurpose Annual Report and Community Forum information, including the potential for videotaping community forums, for use on websites/social media.

Staff is requesting approval to enter into a new agreement with Health Management Associates for a term of one year, with the option to extend for one additional year, for a total annual maximum obligation of \$75,000. Due to efficiencies and lessons learned with the production of the 21st Annual Report on the Conditions of Children Report, the additional scope of work for the evaluation consultant would be included under their existing contract of \$75,000.

In addition to the evaluation consultant, staff are requesting contract authority to renew the project manager and a graphic design firm. Staff recommends entering into new contracts with Lisa Burke to serve as the Project Manager and Luis Alvarado Design to provide graphic support. Attachment 1 includes a summary of the recommended contracting actions and the three recommended vendors

and terms of contracting. The total budget for the annual report development and production is \$143,000 which includes \$113,000 contributed by County of Orange and \$30,000 contribution from the Commission for the Project Manager position. Attachment 1 presents a detailed breakout of the project costs.

STRATEGIC PLAN & FISCAL SUMMARY:

This action has specifically been reviewed in relation to the Strategic Plan and is consistent with the Capacity Building goal. Expenditures will be allocated to the evaluation line item within the Capacity Building goal area.

PRIOR COMMISSION ACTIONS:

- December 2015 – Received 21st Annual Report on the Conditions of Children in Orange County, 2014
- March 2015 – Adopted resolution authorizing agreement with designated individuals and/or organizations for the 21st Annual Report on the Conditions of Children in Orange
- December 2014 – Received 20th Annual Report on the Conditions of Children in Orange County, 2013 and authorized funding
- October 2014 – Authorized panel of qualified on-call evaluation consultants
- May 2014 – Authorized funding for the 21st and 22nd Conditions of Children Reports

RECOMMENDED ACTION:

Adopt resolution (Attachment 2) authorizing the Executive Director, or designee, and Commission Counsel to prepare and negotiate Agreements, with designated individuals and/or organizations to provide evaluation, project management and graphic design services for the terms, in the amounts, and on the conditions as specified in Attachment 1.

ATTACHMENTS:

1. 22nd Annual Report on the Conditions of Children Project Funding Term Sheet
2. Resolution for Subcontractors to complete the Conditions of Children Report

Contact: Sharon Boles

Conditions of Children Project Funding Term Sheet

Recommended Subcontracts

Agreement Number	Organization	Term	Maximum Funding Obligation	Description
PS-128	Health Management Associates	March 1, 2016 – February 28, 2017	\$75,000	Evaluation firm responsible for the development of report content including but not limited to data collection, preparation of graphs and tables, and report writing.
C-300	Lisa Burke (Burke Consulting)	March 1, 2016 – February 28, 2017	\$30,000	Burke consulting will handle all project management duties such as monitor deliverables and timeline to ensure consistency with Children’s Partnership direction, planning community forums, and presenting the report. For this term the scope was increase to include an analysis of alternative methods for developing online interactive versions of the report. The cost associated with the project management are the Commission’s in kind contribution to the production of the report and are not reimbursed by the Social Service Agency.
PS-314	Luis Alvarado (Luis Alvarado Design)	March 1, 2016 – February 28, 2017	\$18,500	Graphic design
TOTAL			\$123,500	

Additional Costs

Category	Estimated Cost	Comments
Report Printing	\$9,500	Commission will use a County printing vendor for printing the report
Forum Costs	\$4,350	Direct Expenses associated with hosting the Community forums
Indirect Costs	\$5,650	Reimburse the Commission for administrative expenses
TOTAL	\$19,500	

CHILDREN AND FAMILIES COMMISSION OF ORANGE COUNTY

RESOLUTION NO. ___-16-C&FC

March 2, 2016

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 ORGANIZATIONS TO PROVIDE EVALUATION, PROJECT MANAGEMENT AND GRAPHIC DESIGN SERVICES FOR THE 22ND ANNUAL REPORT ON THE CONDITIONS OF CHILDREN IN ORANGE COUNTY; 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, the Commission desires to prepare and negotiate an Agreement with each of the organizations, hereinafter referred to as the “Contractors”, identified in the staff report for the March 2, 2016 Commission meeting to provide evaluation, project management and graphic design services for the 22nd Annual Report on the Conditions of Children in Orange County for the terms and in the amounts and on the conditions as described in Attachment 1 therein; and

WHEREAS, each Contractor desires to enter into their respective 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 March 2, 2016 Commission meeting relating to the scopes of services to be provided and hereby finds and determines that the proposed Amendments to 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 and Grantees for the terms and in the amounts and on the conditions as specified in Attachment 1 to the March 2, 2016 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 an Amendment to Agreement with each of the Contractors and Grantees as described in Attachment 1 to the March 2, 2016 staff report for this Agenda Item to provide evaluation, project management and graphic design services for the 22nd Annual Report on the Conditions of Children in Orange County for the terms and in the amounts consistent with Attachment 1 of the March 2, 2016 staff report and scope of services referenced therein.

Section 3 The form of Agreement with the Contractors for the terms and in the amounts specified in Attachment 1 to the March 2, 2016 staff report for this Agenda Item shall be substantially similar to the standard Consultant and Professional Services Agreements, 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 Amendment shall be conclusively evidenced by the execution of such Amendments by the Commission Chair and delivery thereof to the Commission Clerk.

Section 4 Commission hereby approves the Amendments to Agreements with each of the Contractors and Grantees as described in Attachment 1 to the March 2, 2016 staff report for this Agenda Item to provide evaluation, project management and graphic design services for the 22nd Annual Report on the Conditions of Children in Orange County for the terms and in the amounts as specified in Attachment 1 of the March 2, 2016 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 Agreements(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 March 2, 2016 to wit:

AYES Commissioners: _____

NOES Commissioner(s): _____

EXCUSED Commissioner(s): _____

ABSTAINED Commissioner(s): _____

CHAIR

STATE OF CALIFORNIA)
)
COUNTY OF ORANGE)

I, ROBIN STIELER, 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.

Robin Stieler
Clerk of the Commission, Children and Families Commission of
Orange County, County of Orange, State of California

Resolution No: __-16-C&FC

Agenda Date: March 2, 2016

Item No. __



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

ROBIN STIELER, Clerk of the Commission

By: _____
Deputy

EXHIBIT A TO RESOLUTION OF COMMISSION

(Attach copy(ies) of final executed Agreements)



**Supplemental Item
March 2, 2016**

DATE: February 29, 2016

TO: Children and Families Commission of Orange County

FROM: Christina Altmayer, Executive Director

SUBJECT: Corrections to Agenda Item 5

This supplemental item includes corrections to Agenda Item No. 5 on the March 2, 2016 Commission agenda.

Attachment 1 to the staff report has been corrected to reference new agreement numbers for the recommended subcontractors. The resolution (Attachment 2) has been corrected to be consistent with references to new agreements.

ATTACHMENT:

1. Revised Attachment 1, Term Sheet, to Agenda Item 5
2. Revised Attachment 2, Resolution, to Agenda Item 5

Conditions of Children Project Funding Term Sheet

Recommended Subcontracts

Agreement Number	Organization	Term	Maximum Funding Obligation	Description
PS-136	Health Management Associates	March 1, 2016 – February 28, 2017	\$75,000	Evaluation firm responsible for the development of report content including, but not limited to, data collection, preparation of graphs and tables, and report writing.
C-327	Lisa Burke (Burke Consulting)	March 1, 2016 – February 28, 2017	\$30,000	Burke Consulting will handle all project management duties such as monitoring deliverables and timeline to ensure consistency with Children’s Partnership direction, planning community forums, and presenting the report. For this term, the scope was increased to include an analysis of alternative methods for developing online interactive versions of the report. The costs associated with the project management are the Commission’s in-kind contribution to the production of the report and are not reimbursed by the Social Service Agency.
C-328	Luis Alvarado (Luis Alvarado Design)	March 1, 2016 – February 28, 2017	\$18,500	Graphic design
TOTAL			\$123,500	

Additional Costs

Category	Estimated Cost	Comments
Report Printing	\$9,500	Commission will use a County printing vendor for printing the report
Forum Costs	\$4,350	Direct Expenses associated with hosting the Community forums
Indirect Costs	\$5,650	Reimburse the Commission for administrative expenses
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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, the Commission desires to prepare and negotiate an Agreement with each of the individuals and organizations, hereinafter referred to as the “Contractors”, identified in the staff report for the March 2, 2016 Commission meeting to provide evaluation, project management and graphic design services for the 22nd Annual Report on the Conditions of Children in Orange County for the terms and in the amounts and on the conditions as described in Attachment 1 therein; and

WHEREAS, each Contractor desires to enter into their respective 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 March 2, 2016 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 1 to the March 2, 2016 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 an Agreement with each of the Contractors as described in

Attachment 1 to the March 2, 2016 staff report for this Agenda Item to provide evaluation, project management and graphic design services for the 22nd Annual Report on the Conditions of Children in Orange County for the terms and in the amounts consistent with Attachment 1 of the March 2, 2016 staff report and scope of services referenced therein.

Section 3 The form of Agreement with the Contractors for the terms and in the amounts specified in Attachment 1 to the March 2, 2016 staff report for this Agenda Item shall be substantially similar to the standard Consultant and Professional Services Agreements, 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 Amendment shall be conclusively evidenced by the execution of such Amendments 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 1 to the March 2, 2016 staff report for this Agenda Item to provide evaluation, project management and graphic design services for the 22nd Annual Report on the Conditions of Children in Orange County for the terms and in the amounts as specified in Attachment 1 of the March 2, 2016 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 Agreements(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.

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NOES Commissioner(s): _____

EXCUSED Commissioner(s): _____

ABSTAINED Commissioner(s): _____

CHAIR

STATE OF CALIFORNIA)
)
COUNTY OF ORANGE)

I, ROBIN STIELER, 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.

Robin Stieler
Clerk of the Commission, Children and Families Commission of
Orange County, County of Orange, State of California

Resolution No: __-16-C&FC

Agenda Date: March 2, 2016

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

ROBIN STIELER, Clerk of the Commission

By: _____
Deputy

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(Attach copy(ies) of final executed Agreements)