

**Agenda Item 6
March 4, 2015**

DATE: February 20, 2015

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 designated individuals and/or organizations 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. As approved by the Commission at the December 2014 meeting, the County Social Services Agency (SSA) has requested that the Commission assume responsibility for development and production of the report. This agenda item requests Commission approval of contracting authority to initiate work on the 21st Annual Report on the Conditions of Children in Orange County 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

Development of the Conditions of Children Report has been co-sponsored and co-funded by the County of Orange through the Social Services Agency (SSA), and the Commission. The 20th Annual Report marked the conclusion of the County's partnership with Orangewood Children's Foundation and California State University, Fullerton to produce the report. Their three-year contract term concluded in February 2015 and they did not submit a proposal for continuing the effort during the recent SSA solicitation.

Due to the Commission's continuing role in co-sponsoring the development of the Conditions Report, along with the Commission's recent leadership in the redesign of the report format, 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. This responsibility provides further recognition of the Commission's strong competency in evaluation as well as leadership in understanding the key issues and trends affecting young children in Orange County.

In October 2014, 12 consultants/firms were qualified to serve as on-call evaluators for the Commission. In February 2015, the Commission solicited proposals from this list of qualified evaluation consultants to prepare the 21st, 22nd and 23rd editions of the Annual Report on Conditions of Children in Orange County. Four consultants/firms from the list of qualified evaluators submitted responses to the Commission's Request for Proposals for the 21st Annual Report on the conditions of Children in Orange County, 2015. A panel of representatives from the County Health Care Agency, County Social Services Agency, Orange County Department of Education and the Commission reviewed and ranked all proposals received and ranked Health Management Associates (HMA) as the most qualified. Commission staff recommends moving forward and authorizing an agreement with HMA.

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 FY 2015/16, FY 2016/17, and FY 2017/18 for a maximum payment of \$339,000. In addition, the Commission approved reallocating \$25,000 for the development of the 21st Conditions of Children Report, from SSA to a selected evaluation consultant(s). The total budget for the 21st Annual Report on Conditions of Children is not to exceed \$138,000 total budget.

Staff is recommending entering into an agreement with Health Management Associates for a term of one year with the option to extend for two additional years for a total annual maximum obligation of \$75,000. The firm will collaborate with the project manager and contributing agencies to gather data on the indicators; collect and analyze all primary and secondary indicators; collect relevant narrative analysis 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.

In addition to the evaluation consultant, staff is recommending contract authority for a project manager and a graphic design firm. The project manager will, work in collaboration with the Orange County Children's Partnership (OCCP), selected evaluator, and Commission to develop the project timeline and deliverables; oversee the graphic design consultant to ensure the layout of the report meets the desired direction for clear communication of data and trends with concise text and illustrative graphics; and, plan and convene the community forums as determined by the OCCP. This year's report will included a complete new design and layout for the indicators employing an information graphic design. Both the project manager and the graphic designer recommended for funding are included in the Commission's slate of on-call consultants. Staff recommends contracting 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 Maximum total budget for the annual report development and production is \$138,000 (\$113,000 contributed by County of Orange and \$25,000 in-kind contribution from the Commission for the Project Manager position. Costs not included are Commission administrative fee of \$5,650, report printing of \$16,000, and Community Forum cost of \$4,350.

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 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. 21st Annual Report on the Conditions of Children Project Funding Term Sheet
2. Resolution

Contact: Sharon Boles

21s Annual Report on the Conditions of Children Project Funding Term Sheet

Agreement Number	Organization/ Program Name	Term	Maximum Funding Obligation	Comments
PS-128	Health Management Associates	April 1, 2015 – February 28, 2016	\$75,000	Responsible for development of the 21st Annual Report on the Conditions of Children in Orange County, 2015
C-300	Lisa Burke (Burke Consulting)	April 1, 2015 – February 28, 2016	\$25,000	Project Management for the 21st Annual Report on the Conditions of Children in Orange County, 2015
PS-314	Luis Alvarado (Luis Alvarado Design)	April 1, 2015 – February 28, 2016	\$12,000	Responsible for graphic design for the 21st Annual Report on the Conditions of Children in Orange County, 2015

Maximum total budget for the annual report development and production is \$138,000 (\$113,000 contributed by County of Orange and \$25,000 in kind contribution from the Commission. Costs not included above are Commission administrative fee of \$5,650, report printing of \$16,000, Community Forum cost of \$4,350.

CHILDREN AND FAMILIES COMMISSION OF ORANGE COUNTY

RESOLUTION NO. ___-15-C&FC

March 4, 2015

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 IN DEVELOPING THE ANNUAL REPORT ON THE CONDITIONS OF CHILDREN IN ORANGE COUNTY FOR FY 2015/16; 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 March 4, 2015 Commission meeting to provide Services developing the Annual Report on the Conditions of Children in Orange County for FY2015/16, 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 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 March 4, 2015 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 4, 2015 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 1 to the March 4, 2015 staff report for this Agenda Item to provide Services developing the Annual Report on the Conditions of Children in Orange County for FY2015/16, for the terms and in the amounts and on the conditions, consistent with the March 4, 2015 staff report and scope of services referenced therein.

Section 3 The form of any Agreements with the Contractors, for the terms and in the amounts specified in Attachment 1 to the March 5, 2015 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 1 to the March 4, 2015 staff report for this Agenda Item to provide Services developing the Annual Report on the Conditions of Children in Orange County for FY2015/16, for the terms and in the amounts and on the conditions as specified in the March 5, 2015 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 March 4, 2015 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: __-15-C&FC

Agenda Date: March 4, 2015

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)