



JONATHAN E. FIELDING, M.D., M.P.H.
Director and Health Officer

JOHN F. SCHUNHOFF, Ph.D.
Chief Deputy Director

313 North Figueroa Street, Room 806
Los Angeles, California 90012
TEL (213) 240-8117 • FAX (213) 975-1273

www.lapublichealth.org

BOARD OF SUPERVISORS

Gloria Molina
First District

Yvonne B. Burke
Second District

Zev Yaroslavsky
Third District

Don Knabe
Fourth District

Michael D. Antonovich
Fifth District

October 5, 2007

TO: Each Health Deputy

FROM: Jonathan E. Fielding, M.D., M.P.H. *J. Fielding*
Director and Health Officer

SUBJECT: **REQUEST FOR A SOLE SOURCE PURCHASE ORDER**

This is to notify you of our intention to issue a sole source agreement in the amount of \$40,000 to secure the services of Claire Husted, independent consultant to assist the Los Angeles County HIV Prevention Planning Committee in developing a comprehensive prevention plan for years 2009 through 2013. The attached documents provide further information regarding this sole source agreement.

Should you have any questions or need additional information, please call me.

JEF:jm

F:\Divisions\Planning & Research\Planning & Development\PPC\CDC Prevention Plan\C Husted\Request for Sole Source Purchase Order Schunhoff Letter.doc

Attachments

c: Alisa Katz
Karly Katona
Darolyn Jensen
Board Relations
John F. Schunhoff
Mario J. Pérez

REQUEST FOR PROCUREMENT OF SUPPLIES OR SERVICES

0 53373

DATE 7/24/07

PURCHASE ORDER NUMBER

DEPARTMENT (CHARGE TO)

DELIVERY LOCATION (BLDG & ROOM NO.)

REQUESTOR NAME AND PHONE NUMBER

REQUESTOR CONTROL NO.

REQUISITION NUMBER

HMMS DELIVERY MODE

SERVICE UNIT/PROGRAM

COST CENTER

SUBJECT

PROJECT CODE

OTHER CODING

ACCOUNT CODE

NCC

N & A CODE

FUND/ORG CODE

REQUESTER

ISD STOCK ITEM NO. OR DESCRIPTION & MANUFACTURER W/CATALOG NO.

HAZ MAT'L (X)

MO. CONSUMP

UNIT COST

TOTAL COST

HMMS CODE

ORDERED

AGREEMENT/BID

TXBL (X)

QTY

UNIT

UNIT COST

TOTAL COST

HMMS CODE

QTY

UNIT

UNIT COST

TOTAL COST

TXBL (X)

1 Independent Consultant Services

40,000.00

CAPPASD JUL 25 07 PM 2:50

TOTAL ORDER COST ▶ 40,000.00

TOTAL ORDER COST ▶ 40,000.00

DATE NEEDED

PREVIOUS P.O. OR REQ. NO.

HAZARDOUS MATERIAL

FEDERAL TAX I.D.

CAPS CODE TWO

CAPS CODE FIVE

PROCUREMENT INFO VERIFIED BY

ORDER APPROVED BY

REFERENCE VENDOR NAME

CLARE HUSTED

VENDOR ADDRESS

P.O. Box 3118

COMPETITIVE QUOTES

CITY, STATE, ZIP CODE

Cathedral City, CA 92235

PHONE NO./CONTACT PERSON

716 410-0099

VENDOR

UNIT PRICE

CASH DISC

FREIGHT

TOTAL ORDER COST

JUSTIFICATION - ATTACH SEPARATE SHEET FOR CONTINUATION, IF NEEDED

See attached memorandum to hire Independent Consultant

BID NOTES

TYPE OF TRANSACTION (✓ CHECK ONLY ONE)

REQUEST

RETURN

WILL CALL

FOB DELIVERED

POINT OF ORIGIN

CARRIER

DISC TERMS

AGREEMENT #

DPA

DATE ORDERED

NEW ITEM

YES

NO

PROCUREMENT FOOTNOTES/COMMENTS

CONTRACT NO.

EDI VENDOR CODE

SIGNATURE APPROVAL

DIVISION

DATE

VENDOR NAME

CUSTOMER ACCOUNT NUMBER

CA TAX IDENT NUMBER

VNDR CODE ORDER TYPE

SIGNATURE APPROVAL (IF APPLICABLE)

DIVISION

DATE

VENDOR ADDRESS

CITY, STATE, ZIP CODE

VENDOR CONTACT PERSON

SIGNATURE APPROVAL (IF APPLICABLE)

DIVISION

DATE

VENDOR PHONE NUMBER

VENDOR FAX NUMBER

VENDOR CONTACT PERSON

SIGNATURE/ADMINISTRATION

DIVISION

DATE

RECEIVED BY

DATE RECEIVED

REC LOCATED

DEPT DELIVERY REC'D BY

DATE DEL

ORDER PLACED BY

EXPECTED DELIVERY DATE

Emile 7/25/07

7-25-07

8/26/07

8/23/07

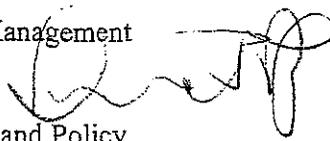
COUNTY OF LOS ANGELES – DEPARTMENT OF PUBLIC HEALTH

OFFICE OF AIDS PROGRAMS AND POLICY

August 9, 2007

TO: Chris Foster, Director
Public Health Materials Management

FROM: Mario J. Pérez, Director
Office of AIDS Programs and Policy



SUBJECT: **SOLE SOURCE PURCHASE ORDER TO HIRE AN INDEPENDENT CONTRACTOR CLAIRE HUSTED**

This is to request your assistance in processing a request for the procurement of services by an independent contractor to assist the Los Angeles County HIV Prevention Planning Committee (PPC) in developing a comprehensive HIV Prevention Plan for years 2009 through 2013. The PPC is requesting approval to secure Claire Husted as consultant (see resume, Attachment A). Based on our experience with Ms. Husted in contrast with other consultants, Ms. Husted is the sole vendor who has demonstrated the level of expertise and knowledge needed to complete this plan, thus fulfilling the Centers for Disease Control and Prevention (CDC) grant requirement.

INDEPENDENT CONTRACTOR QUALIFICATIONS:

The development of a Comprehensive HIV Prevention Plan requires extensive knowledge of HIV/AIDS prevention, the epidemic in Los Angeles County, and the CDC's community planning process as exemplified by the local PPC. As demonstrated in prior years, the consultant identified is uniquely qualified based on the following criteria:

- Proposed consultant was very involved in the development of the 2000 and 2004 LAC HIV prevention plans, having written the 2004 plan on which the new plan will be based.
- Proposed consultant has vast HIV community planning experience.
- Proposed consultant has a thorough understanding of the CDC's community planning process, HIV prevention guidelines, public health practices, needs assessments, and research and evaluation.
- Proposed consultant has at least five years combined experience conducting needs assessments, data collection, interpretation, and analysis. In addition, the proposed consultant has community planning methodology experience, along with broad knowledge of healthcare delivery systems (including prevention), HIV-related issues, and HIV prevention and surveillance.
- It is required that qualified vendors have experience with strategic planning, and know how to integrate strategic planning recommendations into HIV prevention planning. The proposed consultant has demonstrated this expertise both in Los Angeles County HIV prevention planning, as well as throughout Southern California.

BACKGROUND:

The primary task of the PPC is to engage in a community planning process to develop a comprehensive HIV Prevention Plan that is based on scientific evidence and community norms. This process provides the framework for the delivery of HIV prevention services in Los Angeles County. The PPC engages in this community planning process in partnership with the Office of AIDS Programs and Policy (OAPP). The purpose is to develop plans that best represent the HIV prevention needs of those persons at greatest risk for, or infected with HIV in Los Angeles County. These plans are also intended to guide HIV service providers to better target their HIV prevention efforts. In addition, these plans establish HIV prevention priorities and offer recommendations to OAPP for allocating scarce resources throughout the County.

Los Angeles County began formal HIV/AIDS planning with the 1988 release of the AIDS Comprehensive Service Plan and the creation of the County's HIV/AIDS Community Planning Council in 1990. The CDC initiated funding for HIV prevention community planning in 1993 and issued a formal Guidance on HIV Prevention Community Planning for local jurisdictions in 1994, which has since been updated and disseminated as of July 2003 (Attachment B). This Guidance is the blueprint for HIV prevention community planning and provides direction to 65 grantees receiving federal HIV prevention funds to design and implement a participatory community planning process. This Guidance requires that health departments work with community planning groups to design local HIV prevention plans that best represent the needs of the persons at greatest risk for, or infected with HIV in their respective jurisdictions. In subsequent years, the CDC contracted with the Academy for Educational Development's (AED) Center for Community-Based Health Strategies to provide national, regional, and local technical assistance and support for HIV prevention community planning. This resulted in the development of more detailed guides on HIV community planning for planning groups, health departments, and consultants including instructions for HIV prevention needs assessments, setting HIV prevention priorities, and an Orientation Guide to HIV Prevention Community Planning.

In 2003, OAPP dedicated substantial resources to the development of the HIV Prevention Plan 2004 through 2008 (Attachment C). The HIV Prevention Plan 2004 was a multi-year plan that provided recommendations and guidance for HIV prevention in Los Angeles County from 2004 through 2008. The HIV Prevention Plan was critical to the reinvigoration of prevention services in 2004. The Prevention Plan 2004 also received positive reviews by the CDC and has been used as a model for other jurisdictions at the national level.

PPC

The members of the PPC reflect the diversity of the epidemic in Los Angeles County, and reflect expertise necessary for successful community planning (i.e., epidemiology, behavioral/social science, health planning, and evaluation). There are currently 26 members on the PPC including two community and two governmental co-chairs. All members are volunteers and share the commitment of completing the following steps toward the development of a Comprehensive HIV Prevention Plan for 2009 through 2013:

- Compiling an Epidemiological Profile
- Conducting a Community Needs Assessment
- Assembling a Resource Inventory
- Conducting a Service Gaps Analysis
- Identifying Effective HIV Prevention Strategies and Interventions
- Prioritizing HIV Prevention Needs

These tasks are completed at monthly PPC meetings, during a two-day annual planning meeting, and at monthly meetings of the standing subcommittees: *Executive, Evaluation, Operations, Public Policy, Standards and Best Practices*, and *HIV Counseling and Testing Workgroup*. The PPC may, at any time, also create ad hoc subcommittees and task forces to address specific issues including hiring consultants to assist with the development and writing of the HIV Prevention Plan.

For the current planning cycle, the Comprehensive HIV Prevention Plan must be completed and approved by December 2007 in order to release the prevention services Request for Proposals (RFP's) for 2009. The PPC has embarked on a multi-layered, multiple participant planning process that elicits input from all sectors of the community including the Health Department.

SCOPE OF WORK:

The following table provides a description of the scope of work to be completed by the PPC, OAPP, and consultant, once hired; the timeframe that the consultant will work within to complete the work; and the projected due dates. More details regarding the consultant's work product are provided in Attachment D.

Description of Deliverables (Scope of Work)	Timeframe	Due Date	Completed By
1. Community Services Assessment: Provide PPC with technical assistance, support, and guidance in completing a needs assessment of HIV prevention for high-risk groups identified in Los Angeles County as being at greatest risk for HIV infection.	January through August 2007	September 2007	PPC & OAPP
2. Gaps Analysis: Conduct an analysis of met and unmet HIV prevention service needs for the groups at greatest risk for HIV infection in Los Angeles County by comparing current services with "needed" services identified in the needs assessment.	September through October 2007	October 2007	OAPP
3. Preliminary Reports on Findings: Develop reports regarding the findings of the needs assessment and gaps analysis and present them to the PPC and members of the community in a manner that will facilitate prioritizing high-risk groups and HIV prevention services in Los Angeles County.	October through November 2007	November 2007	OAPP
4. Facilitate Priority Setting Deliberations: Facilitating the PPC's priority setting deliberations and the resource allocation processes.	October 2007	November 2007	Consultant
5. Writing of Plan: Write and prepare a multi-year HIV Prevention Plan for Los Angeles County that includes all the sections required by the CDC.	November through December 2007	December 2007	Consultant

The consultant will also be expected to attend multiple meetings with the PPC and OAPP including monthly PPC meetings, subcommittee meetings, working group meetings and an annual planning meeting. The plan will be reviewed, amended and approved by the PPC at its December 2007 or January 2008 meeting. OAPP senior management will review the final product and approve for payment. The consultant will be expected to make periodic presentations to the PPC and Executive Sub-Committee regarding data that have been collected and interpreted in the interim.

TERM:

The resulting Purchase Order agreement with the consultant will be from October 1, 2007 through February 29, 2008.

FUNDING:

There is a maximum of \$40,000 available for the consultant. Funds to support this work are 100% from Los Angeles County's Cooperative Agreement with the CDC (HIV Prevention Grant).

The consultant will be paid in increments at the completion of each deliverable outlined in the scope-of-work including the delivery of a final, PPC-approved HIV Prevention Plan.

JUSTIFICATION:

- Hiring an independent consultant will provide key professional expertise and support necessary to assist the PPC in meeting pivotal CDC Prevention Grant requirements. The CDC Program Announcement 04012 requires the submission of a Comprehensive HIV Prevention Plan that is developed by the PPC.
- The CDC requires an annual review of the plan to provide updates, as necessary, regardless of whether the PPC has developed a 2, 3, 4, or 5 year plan. The PPC in collaboration with OAPP developed the *HIV Prevention Plan Addendum 2006* (Attachment E) in the interim as a companion document to the 2004 through 2008 plan and serves as the annual update. Although planning groups are expected to meet regularly to periodically review, revise, and refine the Plan, the development of a multi-year HIV Prevention Plan only occurs once every three to five years. It is therefore more practical for the Department to contract for the development of the HIV Prevention Plan on an as needed basis.
- The HIV Prevention Plan establishes HIV prevention priorities and offers recommendations to OAPP for allocating scarce resources throughout the County. It is as much a document addressed to the Department as it is guidance to community service providers. To minimize perceptions of bias or conflicts of interest, it would be in the County's best interest to hire an independent contractor that will work with the PPC and OAPP to facilitate specific activities in the development of this Plan.
- The process for the development of a comprehensive plan must elicit views from the community and the Department that will result in service recommendations that are free from the perception of conflicts of interest or biases. An independent consultant is needed to elicit input and feedback from community planners and County employees to ensure both perspectives are considered and fairly accounted for in the decision making process.

Chris Foster
August 9, 2007
Page 5

At various times during the development and writing of the HIV Prevention Plan, the workload will require the full-time dedication of one or more persons to ensure the development of a high quality document that addresses all the HIV prevention needs of Los Angeles County. Although the PPC members will dedicate many hours to this task, all PPC members are volunteers and are committed to their own full-time jobs. The PPC must hire a consultant to ensure that they will develop a Comprehensive Prevention Plan in time to release planned prevention RFP's for 2009.

If you have any questions or need additional information, please call me at (213) 351-8001.

MJP:MG:JM

F:\Divisions\Planning & Development\PPC\PPC 2007\2009-13 Prevention Plan\Consultants\Process\PO Request MM\SoleSource0707.doc

Attachments (4)

- c: Michael Green, Ph.D., MHSA
- Joseph Simoneschi
- Dave Young
- Chron (EO)

NOTED AND APPROVED:



John F. Schunhoff, Ph.D.
Chief Deputy Director

8-13-07
Date

CLAIRE E. HUSTED

64285 Spyglass Avenue, Unit 28 • Desert Hot Springs, CA 92240 ♦ Cell: 716.410.0099 ♦ Email: cehusted@gmail.com

SKILLS

- ❖ Twenty years of effective leadership, supervisory, and management skills.
- ❖ Fifteen years of program and organizational development and small group facilitation.
- ❖ Highly creative out-of-the-box thinker and problem solver.
- ❖ Superb written and oral communications skills.
- ❖ Successful program developer and grant writer.
- ❖ Extensive computer experience in PC environments; highly skilled in Microsoft Office applications.

WORK EXPERIENCE

Program Development & Grant-Writing Consultant - 9/98 to Present.

Self-employed, Rancho Mirage, California.

Working in both the for-profit and non-profit sectors preparing business plans, government and foundation grant proposals, and other technical writing. Major projects included coordination of major projects, including but not limited to successful grant applications to the following public and private funders:

- ❖ Health Research & Services Administration HIV/AIDS Bureau
 - Ryan White CARE Act (Title I, Title III, and Title IV)
- ❖ Centers for Disease Control and Prevention (HIV/AIDS Prevention and HIV Counseling and Testing)
- ❖ Housing and Urban Development – Housing Opportunities for People with AIDS (HOPWA)
- ❖ Internal Revenue Service Low-Income Taxpayer Clinic
- ❖ State of California Office of AIDS
- ❖ California Endowment
- ❖ Gill Foundation

Project Manager, Workforce For Tomorrow – 12/04 to 7/06

Kaiser Foundation Health Plan, Inc., Oakland, California.

Responsible for the development and implementation of successful strategies to address the long-term nursing and allied health worker shortages.

- ❖ Wrote successful grant application to secure \$250,000 from VHA Health Foundation for development of an innovative learning network.
- ❖ Wrote successful grant application to secure \$800,000 from State of California to expand an accelerated BSN program in both Northern and Southern California.

Workforce Planning Coordinator – 7/00 to 12/04

Kaiser Foundation Health Plan, Inc., Oakland, California.

Responsible for the development and implementation of a system for coordinating workforce planning efforts nationally in a large healthcare organization of over 130,000 employees.

- ❖ Responsible for working with management and labor union partners to develop and implement a coordinated approach to workforce planning, including workforce supply and demand analysis.
- ❖ Responsible for cultivating sources of grant funding for workforce planning/development activities.
 - September 2003 - Successfully secured HRSA Bureau of Health Professions grant for \$680,000.

Grants Manager - 1/00 to 7/00.

Los Angeles County Office of AIDS Programs and Policy, Los Angeles, California.

Responsible for writing, coordinating all applications for funding, including but not limited to: The Centers for Disease Control and Prevention, the Health Services Resources Administration, and the State of California Office of AIDS.

- ❖ Responsible for management of successfully funded grants, including preparation and submission of progress reports to funders.
- ❖ Developed mechanisms to streamline internal and external reporting systems.

Grants Manager - 2/98 to 8/98.

AIDS Project Los Angeles, Los Angeles, California.

Responsible for cultivation, writing and submission of all foundation and government grants. Assisted Corporate Development Officer with corporate foundation grants.

- ❖ Successfully secured \$220,000 in funding within five months of hiring.

Administrator - 1/97 to 9/97.

New Mexico Academy of Healing Arts, Santa Fe, New Mexico.

Responsible for day-to-day operations of established massage and polarity therapy school.

- ❖ Supervised team of administrative staff.
- ❖ Developed and implemented program evaluation tools.
- ❖ Maintained and troubleshooted Macintosh computer system on a Local Talk network.

Deputy Executive Director / Program Director - 10/94 to 8/96.

Southern Tier AIDS Program, Inc., Binghamton, New York.

Responsible for quality assurance and evaluation of all program areas, including: client services, education, drug and alcohol, and volunteer services, in a private, non-profit agency with a 1.2 million dollar budget.

- ❖ Streamlined and updated human resources tools, e.g., performance appraisal, job application, etc.
- ❖ Developed innovative programs and secured grant funding from federal and state funders totaling \$456,000 in an eighteen-month period, increasing the annual budget to \$1.2 million.
- ❖ Responsible for oversight of all programs and reporting to governmental funders.

Director of Drug and Alcohol Services - 7/91 to 12/94.

Southern Tier AIDS Program, Inc., Binghamton, New York.

Responsible for overall operations of Drug and Alcohol Services department within an HIV/AIDS community-based organization.

- ❖ Hired, supervised and trained department staff.
- ❖ Developed and conducted HIV/AIDS related training programs to staff and clients of New York State drug and alcohol treatment programs.

Hospital Administrative Intern - 6/90 to 8/90.

Cottage Hospital of Grosse Pointe, Grosse Pointe Farms, Michigan

- ❖ Conducted analysis of physician and hospital referral patterns within a regional health system.

VOLUNTEER SERVICE

Stores Manager - 12/78 to 10/80; 1/88 to 6/89.

Holy Family Hospital, Techiman and Berekum, Ghana, West Africa.

Responsible for the successful operation of hospital stores.

- ❖ Supervised staff.
- ❖ Purchased all pharmaceutical, medical, surgical and general supplies.
- ❖ Established minimum inventory levels and purchased all medical, surgical and general supplies.
- ❖ Created and implemented departmental needs assessment of hospital supplies.
- ❖ Assisted administrator with hospital business on local, regional, and national levels.

Response-Ability Summer Volunteer Program - 5/87 to 8/87; 6/85 to 8/85.

Sisters of the Holy Child Jesus, Tijuana, Mexico.

- ❖ Provided manual labor working with volunteers on a housing construction project.
- ❖ Taught English to children living in Tijuana, Mexico.

EDUCATION

Massage Therapist Certification, New Mexico Academy of Healing Arts, 3/97.

Masters in Health Administration, Cornell University, 5/91.

Bachelor of Arts in Theology, Creighton University, 5/87.

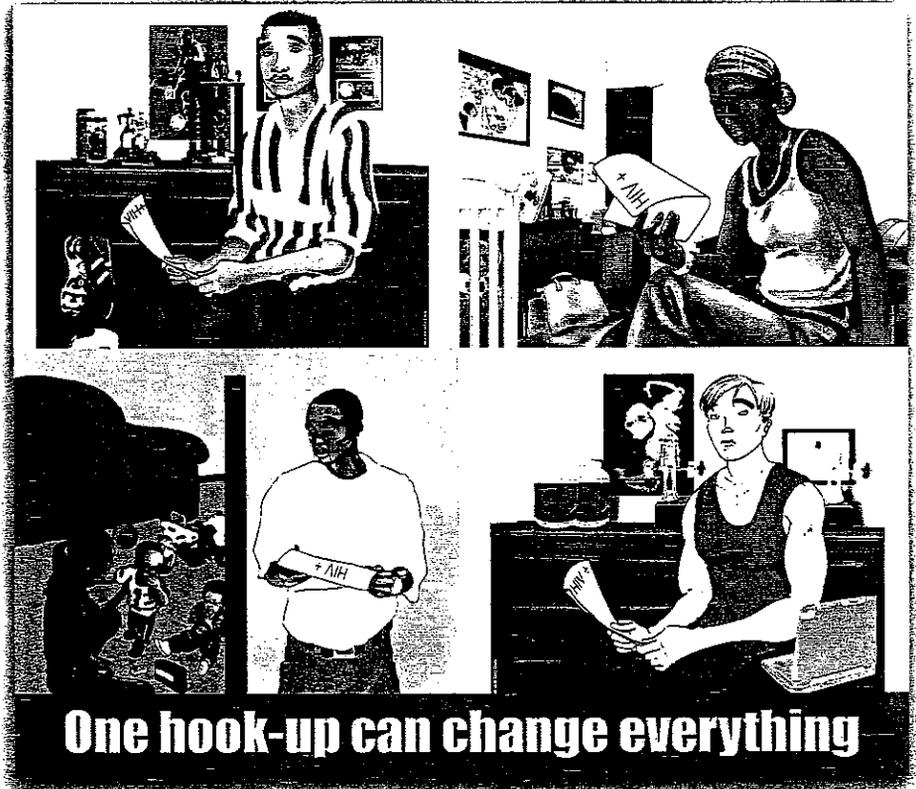
CDC COMMUNITY PLANNING GUIDANCE

**HIV PREVENTION
COMMUNITY
PLANNING GUIDE**



HIV Prevention Plan 2004 - 2008

Office of AIDS Programs and Policy



COUNTY OF LOS ANGELES
DEPARTMENT OF HEALTH SERVICES

Public Health

ATTACHMENT C

SUMMARY OF WORK

1. Requested Service

Independent consultant to assist the Los Angeles County HIV Prevention Planning Committee (PPC) in developing a comprehensive HIV prevention plan for years 2009-2013 (proposal attached).

Phase I: Preparation and facilitation of priority setting process of the PPC in order to make recommendations regarding priority populations and resource allocations.

Estimated total number of hours: 47

Phase II: Review and edit writing of all material submitted to consultant from the PPC including results from the Community Services Assessment (HIV needs assessment, resource inventory, gaps analysis), priority populations, and interventions.

Estimated total number of hours: 220

Maximum obligation of: \$40,000, based on 267 hours total.

Claire E. Husted

May 22, 2007

Michael Green, PhD
Director of Planning and Research
Office of AIDS Programs and Policy
600 S. Commonwealth Avenue, Suite 600
Los Angeles, CA 90005

**RE: PROPOSAL FOR DEVELOPMENT AND WRITING OF HIV
PREVENTION PLAN FOR LOS ANGELES COUNTY**

Dear Dr. Green:

Thank you for giving me the opportunity to submit a proposal regarding the development and writing of the upcoming HIV prevention plan for Los Angeles County. There are several important elements that need to be enhanced and/or developed in order to build upon the current HIV prevention plan, while continuing to improve its content and ease of use. I believe that this document is particularly critical for HIV prevention and care providers across the county to gain the information that they need in order to leverage successfully state, federal, and private funding. I estimate that completion of the HIV prevention plan will require, at minimum, 267 hours of work at a rate of \$150 per hour for a total of \$40,000. The breakdown of the proposed work is as follows:

<i>Hours Required</i>	<i>Description of Work and Deliverable(s)</i>
7	1. Educate and train Prevention Plan Workgroup members to help them understand prevention plan development process, outcomes, integration with care system, etc.
16	2. Attend various meetings with Prevention Planning Committee, subcommittees, and OAPP staff to help inform the planning process.
16	3. Review HIV epidemiologic profile data provided; meet with OAPP staff and HIV surveillance staff to determine if additional data can be gathered that is not typically included in publicly available surveillance reports (e.g., racial/ethnic data on MSM by SPA, including YMSM); incorporate data gathered by Prevention Plan Workgroup; complete data analysis and writing of interim HIV epidemiology profile.
8	4. Facilitate priority setting process of the Prevention Planning Committee in order that they make recommendations regarding priority populations and resource allocations;

<i>Hours Required</i>	<i>Description of Work and Deliverable(s)</i>
160	5. Review and edit writing of all materials submitted to consultant from the Prevention Plan Workgroup, including HIV needs assessment, resource inventory, gap analysis, priority populations and interventions, etc.
10	6. Update information presented in "geographic snapshots".
40	7. Updating page layout and design and compile content of HIV prevention plan, including but not limited to: table of contents, executive summary, overview, community assessment, priority populations, interventions, evaluation, geographic snapshots, and appendices.
10	8. Revise draft HIV prevention plan based on feedback from OAPP and Prevention Planning Committee.

267 hours total Deliverables: Completed draft no later than 11/15/07 to be distributed to OAPP staff and other identified stakeholders for comment and feedback; given reasonable turnaround for feedback (i.e., no more than two weeks) final draft to be completed no later than 12/31/07 unless otherwise negotiated between Consultant and OAPP. [Note: Timeline is affected by progress of Prevention Plan Workgroup to complete the tasks outlined in the "2009 Prevention Plan – Work Plan – DRAFT" document.]

The proposed HIV Prevention Plan will build upon the style and content of the *County of Los Angeles HIV Prevention Plan 2004-2008*. The Consultant will work closely with OAPP staff and the Prevention Planning Committee to strengthen weaker areas of the previous plan, e.g., Community Assessment. The Consultant will ensure that the proposed plan meets all of the most current requirements of the Centers for Disease Control and Prevention for development of an HIV prevention plan.

Please review this proposal at your earliest convenience and let me know if this meets your needs. Thank you very much for this opportunity. Please do not hesitate to call if you have any questions. I am available at (716) 410-0099.

Very truly yours,

Claire E. Husted
Program Development & Grant Writing Consultant

HIV Prevention Plan

Addendum 2006

Office of AIDS Programs and Policy



One hook-up can change everything



COUNTY OF LOS ANGELES

Public Health

ATTACHMENT E

Department 296

SOLE SOURCE REQUESTS

DOCUMENTATION FOR SOLE SOURCE JUSTIFICATION MUST INCLUDE RESPONSES TO THE FOLLOWING QUESTIONS WHEN APPLICABLE:

1. What is being requested?

Hire an independent consultant to assist the Los Angeles County HIV Prevention Planning Committee (PPC) in developing a comprehensive HIV prevention plan (Plan) for years 2009-2013.

Phase I: Preparation and facilitation of priority setting process of the PPC in order to make recommendations regarding priority populations and resource allocations.

Phase II: Review and edit writing of all material submitted to consultant from the PPC including results from the Community Services Assessment (HIV needs assessment, resource inventory, gaps analysis), priority populations, and interventions.

2. Why is the product needed - how will it be used?

The primary purpose of the PPC is to develop a Plan that best represents the HIV prevention needs of those persons at greatest risk for, or infected with HIV in Los Angeles County. The Plan is intended to guide HIV service providers to better target their HIV prevention efforts. In addition, the Plan establishes HIV prevention priorities and offer recommendations to the Office of AIDS Programs and Policy (OAPP) for allocating scarce resources throughout the County. Hiring an independent consultant will provide an independent analysis that is unbiased and not unduly influenced by OAPP as it is designed for the Plan to guide OAPP in the allocation of the aforementioned resources.

3. Is this "brand" of product the only one that meets the user's requirements? If yes, what is unique about the product?

N/A

4. Have other products/vendors been considered? If yes, which products/vendors have been considered and how did they fail to meet the user's requirements?

In previous year's OAPP has contracted with a number of consultants for this product. Based on our experience with Claire Husted in contrast to other consultants, Ms. Husted is the sole vendor who has demonstrated the level of expertise and knowledge in the CDC's community planning process, HIV prevention guidelines, public health practices, needs assessment, research and evaluation, as well as working with the PPC which is necessary to complete the project successfully. Therefore, the proposed consultant is uniquely qualified to fulfill our local needs and CDC contractual requirements. A copy of Ms. Husted's resume has been provided under attachment A.

5. *Will purchase of this product avoid other costs, e.g. data conversion, etc. or will it incur additional costs, e.g. training, conversion, etc.?*

N/A

6. *Is the product proprietary or is it available from various dealers?*

The product is proprietary to the Department because of its unique nature and specificity to LAC. This product will be the sole property of LAC and the Department of Public Health.

7. *Reasonableness of Price. Does the County obtain a percentage discount or special discount not available to the private sector?*

Upon review of the proposed consultant's estimate of cost (which calculates to \$150 per hour), the consultant's quote has been deemed more than fair and reasonable for the SOW outlined. This would result in a 30% discount and cost savings to the County based on current market prices a consultant would charge for this type of product (between \$200 - \$225 per hour for the level of complexity involved). A copy of Ms. Husted's proposal has been provided under attachment D.

8. *What is the dollar value of existing equipment and the Purchase Order No. for the existing equipment?*

N/A



JONATHAN E. FIELDING, M.D., M.P.H.
Director and Health Officer

JOHN F. SCHUNHOFF, Ph.D.
Chief Deputy Director

Office of AIDS Programs and Policy
Mario J. Pérez, Director
600 South Commonwealth Avenue, 6th Floor
Los Angeles, California 90005
TEL (213) 351-8000 • FAX (213) 387-0912

www.lapublichealth.org

BOARD OF SUPERVISORS

Gloria Molina
First District

Yvonne B. Burke
Second District

Zev Yaroslavsky
Third District

Don Knabe
Fourth District

Michael D. Antonovich
Fifth District

September 28, 2007

Miles Yokota, Chief Administrative Deputy
Department of Public Health

Miles, I've reviewed the attached Departmental Checklist for consultant services from Claire Husted. I'm in agreement that Ms. Husted's expertise and unique skills satisfy the four mandatory requirements for the Purchase Order Agreement.

If you have any questions or need additional information, please call me at (213) 351-8111.

Very truly yours,

A handwritten signature in black ink that reads "Dave Young". The signature is written in a cursive style with a long horizontal flourish extending to the right.

Dave Young, Chief
Financial Services Division
Office of AIDS Programs and Policy

DY:dy

Enclosure

c: Mario Perez
Michael Green
John Mesta

Title:		Contents:	CL-0001
DEPARTMENTAL CHECKLIST FOR SERVICE REQUISITIONS		Submitted By:	Purchasing Division
		Approved By:	Purchasing Agent
Effective Date:	5-23-06	Supersedes No.:	
		Page No.	1 of 2

General

Pursuant to Government Code section 25502.2, the Purchasing Agent may contract for services on behalf of client departments up to a statutory limit of \$100,000.

This monetary limitation is applicable per project. The key is that each project (services being requested) must be a distinct and different project. A project associated with multiple phases or additional work beyond the original scope of work would not qualify as "distinct and different."

In any event, aggregate service purchase orders to any one vendor for a project or similar type services cannot exceed the \$100,000 threshold.

Service requirements that are projected to exceed this threshold must be processed for Board approval as a service contract by the client department(s).

Mandatory Requirements

Prior to submitting a requisition for services to the Purchasing Agent to issue a Purchase Order or Purchase Order Agreement, the below checklist must be completed, and the requisitioning Department must attest and certify by authorized signature of a departmental representative with the appropriate level authority (Administrative Deputy or Higher Level), that all of the following conditions exist:

1. The service cannot be performed adequately, competently or satisfactorily by civil service employees and that it is impossible to recruit such personnel to perform the service for the period of time the service is needed by the County;
2. The service is of an extraordinary professional or technical nature and is only needed on a temporary, short-term, or one-time basis;
3. The service being requested is not part of an ongoing project or any portion or phase of a project that will or has already exceeded the \$100,000 threshold when completed; and
4. The service is not part of a project or any portion or phase of a project that is related to an expired or existing Board contract.

Procedure

Item No.	Description	YES	NO
1.	Can the service be performed adequately, competently or satisfactorily by a County employee(s)?		✓
2.	The service is of an extraordinary professional or technical nature and is only needed on a temporary, short-term, or one-time basis.	✓	

Title:		Contents:	CL-0001
DEPARTMENTAL CHECKLIST FOR SERVICE REQUISITIONS		Submitted By:	Purchasing Division
		Approved By:	Purchasing Agent
Effective Date:	5-23-06	Supersedes No.:	
		Page No.	2 of 2

Item No.	Description	YES	NO
3.	Is the service being requested part of an ongoing project or any portion or phase of a project that will or has already exceeded the \$100,000 threshold when completed?		✓
4.	Is the service being requested part of a project or any portion or phase of a project that is related to an existing or expired Board contract?		✓
5.	Has your department ordered or received the requested service in the past? (If yes, please explain [below] the mechanism used to obtain the previous services, [e.g., prior PO(s), etc.], and the amount of expenditure).		✓

By authorized signature below, the department certifies that the above information is correct, and acknowledges that any false information would result in immediate cancellation of any resultant purchase order(s), and reported and referred to the Board of Supervisors for a retroactive contract and a violation of County Purchasing policies and procedures on the part of the department.

_____	_____
Department Name (Type or Print)	Requisition Number
_____	_____
Department Authorized Representative (Type or Print Name) (Administrative Deputy or Higher)	Date
_____	_____
Department Authorized Representative Signature	Date