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March 20, 2014

TO: Each Supervisor

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

SUBJECT: **NOTIFICATION OF INTENT TO REQUEST DELEGATED AUTHORITY TO APPROVE INCREASES OR DECREASES OF GREATER THAN 10 PERCENT OF THE TOTAL CONTRACT AMOUNT**

This is to notify you that the Department of Public Health (DPH) intends to request delegated authority to: (1) extend and execute two Sexually Transmitted Disease (STD) Screening, Treatment, Case Finding, and Educational services contracts; and (2) increase or decrease funding up to 25 percent above or below each contract's annual base maximum obligation.

This notice is being sent in accordance with Board of Supervisors' Policy 5.120, which states that prior Board notice is required for any department requesting delegated authority to increase Board-approved contracts by over 10 percent.

**Background**

The purpose of STD screening, treatment, case finding, and educational services, including the use of a Community Embedded Disease Intervention Specialist (CEDIS), is to: 1) increase screening and treatment for people at high risk for STDs per the Centers for Disease Control and Prevention (CDC) guidance; 2) improve services for STD clients and their partners, including linkage to care; 3) reduce re-infection; and 4) increase community and provider knowledge of STD-related treatment, prevention, epidemiology, and effective policies.

On September 27, 2005, your Board approved contracts with the Los Angeles Gay and Lesbian Community Services Center (LAGLC) and AIDS Healthcare Foundation (AHF) for the provision of STD Screening, Treatment, Casefinding and Educational Services, effective October 1, 2005 through June 30, 2006, with the provision for automatic renewals through June 30, 2008. On June 17, 2008, your Board approved an extension of the contracts through June 30, 2011.

On November 13, 2012, your Board approved an increase in funding to Contract H-701701 with LAGLC in the amount of \$142,000, increasing the maximum obligation from \$355,253 to \$497,253, for the term effective November 13, 2012 through June 30, 2013.

On June 27, 2013, DPH notified your Board that is was exercising delegated authority for two STD Screening, Treatment, Case Finding and Educational services contracts with: 1) AHF, Contract Number H-701797, at an annual maximum obligation of \$266,500; and 2) LAGLC, Contract Number H-701701, at an annual maximum obligation \$562,253, for the term effective July 1, 2013 through June 30, 2014.

### **Justification for Delegated Authority to Increase or Decrease Funding Amounts**

DPH is requesting a 25 percent delegated authority to increase or decrease funding for the two STD Screening, Treatment, Case Finding and Educational services contracts. This will enable DPH to amend these agreements to allow for the provision of additional units of services that are above the service level identified in the current agreement and/or the inclusion of unreimbursed eligible costs, based on the availability of grant funds and grant funder approval.

Under the existing CDC STD Assessment, Assurance, Policy Development and Prevention Strategies (STD AAPPS) grant, which funds the two agreements, the CDC has required that DPH conduct STD planning activities to determine what STD services require enhancing or restructuring. We will need the flexibility to increase current funding to contractors based on the results of this planning at a higher level than 10 percent of the annual maximum obligation term. This federal requirement to conduct STD planning activities can result in increases or decreases in cost greater than 10 percent; therefore, DPH is requesting a 25 percent delegated authority to prevent multiple requests to the Board for approval. DPH needs the flexibility to make adjustments to contracts to allow for special delivery of services in response to shifts in disease burden, and to better integrate services aligned with local and national goals. A 10 percent delegated authority would not allow sufficient flexibility to adjust staffing levels or program cost due to shifts in priority populations or significant changes in grant funds, which could result in multiple requests to the Board for approval.

All augmentations will be made using grant funds, except in cases of special allotments of County funds that your Board approves for special STD and/or HIV activities.

This recommendation has no impact on net County cost. DPH will continue to seek County Counsel review and approval on all delegated authority actions, with notification to your Board and the Chief Executive Office.

### **Timeline**

The Board letter requesting approval of the requested delegated authority is projected for the Board meeting on June 4, 2014.

If you have any questions or would like additional information, please let me know.

JEF:mmc

c: Chief Executive Officer  
County Counsel  
Executive Officer, Board of Supervisors