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BOARD OF SUPERVISORS

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# ADOPTED

BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

51 June 4, 2024

EDWARD YEN  
EXECUTIVE OFFICER

June 04, 2024

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

Dear Supervisors:

**APPROVAL TO AMEND NINE SOLE SOURCE HIGH IMPACT HIV PREVENTION AND STD  
COMMUNITY ENGAGEMENT SERVICES CONTRACTS TO EXTEND THE TERM THROUGH  
JUNE 30, 2025  
(ALL SUPERVISORIAL DISTRICTS) (3 VOTES)**

**SUBJECT**

Request approval to execute amendments to eight sole source High Impact HIV Prevention (formerly Health Education/Risk Reduction) contracts and one sole source STD Community Engagement Services contract to extend the terms through June 30, 2025, and delegated authority to extend the term through December 31, 2025.

**IT IS RECOMMENDED THAT THE BOARD:**

1. Approve and instruct the Director of the Department of Public Health (Public Health), or designee, to execute sole source contract amendments to nine High Impact HIV Prevention (HIHP) and STD Community Engagement (STD CE) Services contract providers, as detailed in Attachment A, to extend the term effective through June 30, 2025, at a total maximum obligation of \$2,439,170, 100 percent funded by Centers for Disease Control and Prevention (CDC) funds, Non-Drug Medi-Cal Realignment (NDRM) funds, and existing Departmental resources.
2. Delegate authority to the Director of Public Health, or designee, to execute amendments to the HIHP and STD CE Services contracts that extend the term through December 31, 2025, at amounts to be determined by the Director of Public Health, contingent upon the availability of funds and contractor performance; allow the rollover of unspent contract funds, if allowable by the grantor; provide an increase or decrease in funding up to 10 percent above or below the annual base maximum obligation, effective upon amendment execution, or at the beginning of the applicable contract period; correct errors in the contracts' terms and conditions; and/or update the statement of

work and/or scope of work, as necessary, subject to review and approval by County Counsel, and notification to your Board and the Chief Executive Office (CEO).

3. Delegate authority to the Director of Public Health, or designee, to execute change notices to the HIHP and STD CE Services contracts that authorize modifications to the budget with corresponding modifications to the statement of work and/or scope of work, that are within the same scope of services, as necessary, and changes to hours of operation and/or service locations.

4. Delegate authority to the Director of Public Health, or designee, to immediately suspend or terminate the HIHP and STD CE Services contracts upon issuing a written notice to HIHP and/or STD CE Services contractors who fail to perform and/or fully comply with contract requirements, and terminate the contracts for convenience by providing a 30-calendar day advance written notice to contractors.

### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

Approval of Recommendation 1 will allow for the continuation of HIHP and STD CE services in alignment with current program priorities and service utilization patterns.

#### High Impact HIV Prevention (HIHP)

HIHP services provide education, awareness, and skill-building activities to increase knowledge about HIV risk behaviors, decrease the frequency of those behaviors, and ensure that individuals living with HIV reduce the probability of transmitting HIV to others. HIHP services also link persons at high risk for HIV or persons of unknown HIV status to available HIV counseling and testing services, medical care, Pre-Exposure Prophylaxis, and Post-Exposure Prophylaxis services.

HIHP services provides essential risk reduction skills building and counseling to high-risk individuals to avert HIV and STD transmission. Extension of the HIHP Services contracts will allow for services to continue to address the disproportionate burden of HIV and other STDs, particularly among men who have sex with men, people with methamphetamine use disorder, HIV-positive individuals, cisgender women of color, and people who use injection drugs.

#### STD Community Engagement (STD CE)

STD CE services assist with the implementation of community-driven prevention and control initiatives for STDs in South and East Los Angeles (LA) through a community engagement process. Activities include, but are not limited to: 1) providing logistical support and guidance to a community planning coalition and implementation of the community-led strategic plan; 2) conducting meetings to help build partnerships among public health departments, key stakeholders, private sector providers, community members, faith leaders, and researchers, among others; and 3) developing marketing tools to engage residents of South and East LA to help improve their sexual health.

Extension of the STD CE Services contract will continue with strengthening the local Community Advisory Coalition's (CAC) efforts to advance the work of the "WeCanStopSTDsLA" campaign and ensure viability and sustainability of the CAC and its goals. These services help engage communities in STD control efforts, sustain and expand engagement to include youth and young adults in South and East LA, and to advance justice and equity in sexual and reproductive health and care. In

addition, these services promote utilization-appropriate STD prevention, testing, and treatment services among youth and young adults at elevated risk. STD CE services also utilize social media platforms to increase sexual health and STD awareness around chlamydia, gonorrhea, syphilis/congenital syphilis, and access to prenatal care and reproductive health services.

Approval of Recommendation 2 will allow Public Health to execute amendments to the contracts to extend the term through December 31, 2025; rollover unspent funds; increase or decrease funding up to 10 percent above or below the annual base maximum obligation; update the statement of work and/or scope of work; and/or correct errors in the contracts' terms and conditions, as necessary.

Approval of Recommendation 3 will allow Public Health to execute change notices to the contracts that authorize modifications to the budget with corresponding modifications to the statement of work and/or scope of work, that are within the same scope of services, as necessary, and changes to hours of operation and/or service locations.

Approval of Recommendation 4 will allow Public Health to immediately suspend or terminate contracts with HIHP and/or STD CE contractors who fail to perform and/or fully comply with program requirements, and to terminate the contracts for convenience by providing 30-calendar days' advance written notice to contractors.

### **Implementation of Strategic Plan Goals**

The recommended actions support North Star 2, Foster Vibrant and Resilient Communities through focus area goals of Public Health and Economic Health, of the County's Strategic Plan.

### **FISCAL IMPACT/FINANCING**

The total County maximum obligation for the HIHP and STD CE amendments, as detailed in Attachment A, is \$2,439,170, consisting of \$2,180,780 for HIHP services and \$258,390 for STD CE services, for the period effective July 1, 2024, through June 30, 2025, 100 percent funded by CDC, NDMR, and existing Departmental resources.

There is no additional net County cost associated with this action.

Funding for these extensions is included in Public Health's Final Adopted Budget for fiscal year (FY) 2024-25 and will be included in future FYs, as necessary.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

Public Health's allocations for each of the service categories are aligned with the current program priorities. As required by Board Policy 5.100, your Board was notified on February 29, 2024, of Public Health's intent to extend the term of these HIHP and STD CE Services contracts.

Attachment B is the set of nine sole source checklists for each of the HIHP and STD CE Services contracts signed by the CEO.

## **CONTRACTING PROCESS**

HIHP services were solicited in 2008 and STD CE services in 2014. Since the original award dates, these contracts have undergone multiple amendments including term extensions, adjustments to funding allocations, and revisions to the scopes of work.

### **HIHP**

On June 6, 2023, your Board approved delegated authority to the Directors of the Department of Health Services and Public Health, or their respective designees (collectively "the Directors"), to negotiate and execute amendments to the contracts expiring by September 30, 2023, including 13 HIHP contracts to: (a) extend the term on a month-to-month basis in any increments, as determined by the Directors to be in the best interest of the County, through September 30, 2024, and (b) reaffirm previously authorized delegations of authority, including adding Board required requirements.

On June 28, 2023, Public Health exercised delegated authority to extend the 13 HIHP contracts effective July 1, 2023, through June 30, 2024, at a total annual maximum obligation of \$3,401,118.

Public Health is requesting approval to extend 8 of the 13 HIHP services contracts for 12 months. Contract with Greater Los Angeles Agency on Deafness, Inc. and the contract with Friends Research Institute, Inc. were terminated effective June 30, 2023 and December 31, 2023, respectively. The contract with Los Angeles LGBT Center was subsequently approved for additional funding and a delegated authority to extend term through June 30, 2025, under a separate Board letter. The two contracts with Tarzana Treatment Centers, Inc. will be submitted for approval under a separate Board Letter.

### **STD CE**

On March 15, 2022, your Board approved delegated authority to the Directors to amend the contracts slated to expire by September 30, 2022, which included one STD CE contract to: (i) extend their term on a month-to-month basis, in any increments, until the end of the month of the six-month anniversary following the date on which the Proclamation of a Local and Public Health Emergency due to the Coronavirus Disease 2019 (COVID 19) was lifted by the Board.

On June 28, 2023, Public Health exercised delegated authority to extend its contract with Coachman Moore & Associates, Inc. effective July 1, 2023, through June 30, 2024, at the annual maximum obligation of \$258,390.

The Division of HIV and STD Programs (DHSP) oversees approximately 26 service categories, and approximately 200 service contracts. Given the volume of this large service portfolio and the resource constraints that resulted from the COVID-19 pandemic, planned solicitations between 2020 and 2021 were put on hold. DHSP, in coordination with Public Health Contracts and Grants, developed a timeline to resume solicitation of services starting in 2022. This timeline includes solicitations in the next three years for HIHP, STD, HIV Testing, ambulatory outpatient medical, medical care coordination, mental health, and oral health. Public Health anticipates releasing solicitations for all HIV and STD prevention and testing services in the fall of 2024. Public Health is seeking to extend these HIHP and STD CE contracts for 12 months to provide Public Health with the additional time necessary to conduct competitive solicitations.

**IMPACT ON CURRENT SERVICES (OR PROJECTS)**

Approval of the recommended actions will allow Public Health to continue to provide uninterrupted delivery of HIHP and STD CE services to LA County residents.

Respectfully submitted,

A handwritten signature in black ink that reads "Barbara Ferrer". The signature is written in a cursive, flowing style.

Barbara Ferrer, PhD, MPH, MEd

Director

BF:lc  
#07596

Enclosures

COUNTY OF LOS ANGELES - DEPARTMENT OF PUBLIC HEALTH  
DIVISION OF HIV AND STD PROGRAMS - HIV PREVENTION AND STD PREVENTION SERVICES

<b>HEALTH EDUCATION/RISK REDUCTION PREVENTION SERVICES</b>					
<b>FUNDING SOURCE: CDC INTEGRATED HIV SURVEILLANCE PREVENTION PROGRAM (IHSP) FUNDS, NON-DRUG MEDICAL REALIGNMENT FUNDS AND HIV NET COUNTY COST (NCC) FUNDS</b>					
<b>Contractors</b>		<b>Contract Number</b>	<b>Annual Maximum Obligation 7/1/24- 6/30/25</b>	<b>SPA Served</b>	<b>Supervisorial District Served</b>
1	APLA Health & Wellness	PH-001026	\$ 403,500	4 & 6	2 & 3
2	Asian American Drug Abuse Program, Inc.	PH-001027	\$ 375,000	6 & 8	2 & 4
3	Being Alive People w/HIV/AIDS Coalition	PH-001028	\$ 196,280	2, 4, & 5	3
4	Bienestar Human Services, Inc.	PH-001029	\$ 375,000	2,3,4,6,7 & 8	1 through 5
5	East Los Angeles Women's Center	PH-001035	\$ 180,000	4 & 7	1
6	El Centro Del Pueblo	PH-001037	\$ 276,000	4	3
7	JWCH Insitute, Inc.	PH-001042	\$ 187,500	4,6, & 7	1,2, & 3
8	Westside Family Health Center	PH-001049	\$ 187,500	5	3
<b>Total</b>			<b>\$ 2,180,780</b>		
<b>STD COMMUNITY ENGAGEMENT SERVICES</b>					
<b>FUNDING SOURCE: STD NCC FUNDS</b>					
9	Coachman Moore & Associates, Inc.	PH-002881	\$ 258,390	4	3
<b>Total</b>			<b>\$ 258,390</b>		
<b>GRAND TOTAL</b>			<b>\$ 2,439,170</b>		

## SOLE SOURCE CHECKLIST

Department Name: Public Health

- New Sole Source Contract
- Sole Source Amendment to Existing Contract
- Date Existing Contract First Approved: \_\_\_\_\_

10/01/2009 - APLA Health & Wellness

Check (✓)	<b>JUSTIFICATION FOR SOLE SOURCE CONTRACTS AND AMENDMENTS</b> Identify applicable justification and provide documentation for each checked item.
<input type="checkbox"/>	➤ Only one bona fide source (monopoly) for the service exists; performance and price competition are not available. A monopoly is an <i>“Exclusive control of the supply of any service in a given market. If more than one source in a given market exists, a monopoly does not exist.”</i>
<input type="checkbox"/>	➤ Compliance with applicable statutory and/or regulatory provisions.
<input type="checkbox"/>	➤ Compliance with State and/or federal programmatic requirements.
<input type="checkbox"/>	➤ Services provided by other public or County-related entities.
<input type="checkbox"/>	➤ Services are needed to address an emergent or related time-sensitive need.
<input type="checkbox"/>	➤ The service provider(s) is required under the provisions of a grant or regulatory requirement.
<input checked="" type="checkbox"/>	➤ Services are needed during the time period required to complete a solicitation for replacement services; provided services are needed for no more than 12 months from the expiration of an existing contract which has no available option periods.
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Erika Bonilla  
Chief Executive Office

5/6/24  
Date

## SOLE SOURCE CHECKLIST

Department Name: Public Health

- New Sole Source Contract
- Sole Source Amendment to Existing Contract
- Date Existing Contract First Approved: \_\_\_\_\_

10/01/2009 - Asian American Drug Abuse Program, Inc.

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 \_\_\_\_\_  
 Chief Executive Office

5/9/24  
 \_\_\_\_\_  
 Date



# SOLE SOURCE CHECKLIST

Department Name: Public Health

- New Sole Source Contract
- Sole Source Amendment to Existing Contract
- Date Existing Contract First Approved: \_\_\_\_\_

10/01/2009 - Being Alive People with HIV/AIDS Coalition

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Department Name: Public Health

- New Sole Source Contract
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10/01/2009 - Bienestar Human Services, Inc.

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Chief Executive Office

5/9/24  
Date

# SOLE SOURCE CHECKLIST

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03/30/2015 - Coachman Moore & Associates, Inc.

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10/01/2009 - East Los Angeles Women's Center

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10/01/2009 - El Centro Del Pueblo

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## SOLE SOURCE CHECKLIST

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- Sole Source Amendment to Existing Contract
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10/01/2009 - JWCH Institute, Inc.

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<input type="checkbox"/>	➤ It is in the best economic interest of the County (e.g., significant costs and time to replace an existing system or infrastructure, administrative cost and time savings and excessive learning curve for a new service provider, etc.). In such cases, departments must demonstrate due diligence in qualifying the cost-savings or cost-avoidance associated with the best economic interest of the County.

*Crika Bonilla*  
Chief Executive Office

5/9/24  
Date

## SOLE SOURCE CHECKLIST

Department Name: Public Health

- New Sole Source Contract
- Sole Source Amendment to Existing Contract
- Date Existing Contract First Approved: \_\_\_\_\_

10/01/2009 - Westside Family Health Center

Check (✓)	<b>JUSTIFICATION FOR SOLE SOURCE CONTRACTS AND AMENDMENTS</b> Identify applicable justification and provide documentation for each checked item.
<input type="checkbox"/>	➤ Only one bona fide source (monopoly) for the service exists; performance and price competition are not available. A monopoly is an <i>“Exclusive control of the supply of any service in a given market. If more than one source in a given market exists, a monopoly does not exist.”</i>
<input type="checkbox"/>	➤ Compliance with applicable statutory and/or regulatory provisions.
<input type="checkbox"/>	➤ Compliance with State and/or federal programmatic requirements.
<input type="checkbox"/>	➤ Services provided by other public or County-related entities.
<input type="checkbox"/>	➤ Services are needed to address an emergent or related time-sensitive need.
<input type="checkbox"/>	➤ The service provider(s) is required under the provisions of a grant or regulatory requirement.
<input checked="" type="checkbox"/>	➤ Services are needed during the time period required to complete a solicitation for replacement services; provided services are needed for no more than 12 months from the expiration of an existing contract which has no available option periods.
<input type="checkbox"/>	➤ Maintenance and support services are needed for an existing solution/system during the time to complete a solicitation for a new replacement solution/system; provided the services are needed for no more than 24 months from the expiration of an existing maintenance and support contract which has no available option periods.
<input type="checkbox"/>	➤ Maintenance service agreements exist on equipment which must be serviced by the original equipment manufacturer or an authorized service representative.
<input type="checkbox"/>	➤ It is more cost-effective to obtain services by exercising an option under an existing contract.
<input type="checkbox"/>	➤ It is in the best economic interest of the County (e.g., significant costs and time to replace an existing system or infrastructure, administrative cost and time savings and excessive learning curve for a new service provider, etc.). In such cases, departments must demonstrate due diligence in qualifying the cost-savings or cost-avoidance associated with the best economic interest of the County.

Erika Bonilla  
Chief Executive Office

5/9/24

Date