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BOARD OF SUPERVISORS

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September 10, 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:

ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

56 September 10, 2024

EDWARD YEN
EXECUTIVE OFFICER

**APPROVAL TO EXECUTE AN AMENDMENT TO MASTER AGREEMENT WORK ORDER
PH-003904-W7 WITH HARDER+COMPANY COMMUNITY RESEARCH FOR THE PROVISION OF
OUR SOCIAL PLACES AND OPPORTUNITIES FOR TEENS PROGRAM EVALUATION
SERVICES
(ALL SUPERVISORIAL DISTRICTS)
(3 VOTES)**

SUBJECT

Request approval to execute an amendment to the Master Agreement Work Order PH 003904-W7 with Harder+Company Community Research to increase the maximum obligation for the period of July 1, 2024, through June 30, 2025.

IT IS RECOMMENDED THAT THE BOARD:

1. Authorize and instruct the Director of the Department of Public Health (Public Health), or designee, to execute an amendment, substantially similar to Exhibit I, to Master Agreement Work Order (MAWO) Number PH-003904-W7 with Harder+Company Community Research (Harder +Company) for the provision of Our Social Places and Opportunities for Teens Program Evaluation Services, to increase the maximum obligation by \$34,300 from \$37,200 to \$71,500 for the period of July 1, 2024, through June 30, 2025, 100 percent funded by the Substance Abuse Prevention and Treatment Block Grant and Juvenile Justice Crime Prevention Act (JJCPA) funds.

2. Delegate authority to the Director of Public Health, or designee, to execute amendments to the MAWO that: a) extend the term through June 30, 2027, at amounts to be determined by the Director of Public Health, contingent upon the availability of funds and contractor performance; b) allow for a no-cost adjustment to the term through December 31, 2027; c) allow the rollover of unspent MAWO

funds, if allowable by the grantor; d) provide an increase or decrease in funding up to 95 percent above or below the annual base maximum obligation, effective upon execution or beginning of applicable MAWO budget period; e) update the statement of work and/or scope of work, as necessary; and/or f) correct errors in the MAWO's terms and conditions, subject to review and approval by County Counsel, and notification to your Board and the Chief Executive Office.

3. Delegate authority to the Director of Public Health, or designee, to immediately suspend or terminate MAWO upon issuing a written notice to contractors who fail to fully comply with program requirements, and, terminate MAWO for convenience by providing 30-calendar day advance written notice to contractors.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Our Social Places and Opportunities for Teens Program (Our SPOT) is a year-round County program that takes place at parks throughout Los Angeles County (LAC) and provides a structured youth development program, which includes a variety of components, such as: recreation, leadership development, arts and culture, human relations, health education, and positive relationships. Our SPOT is administered and staffed by the County Department of Parks and Recreation (Parks and Recreation) and is funded by Public Health. Our SPOT serves youth, in grades 7-12, in high need communities; and it takes place at LAC parks that also implement Parks After Dark (PAD), thereby providing a means for PAD to expand its impact year-round and consequently provide additional structured programming for youth. Our SPOT is designed to provide opportunities for positive youth development for emerging youth leaders in vulnerable communities of LAC, through collective experiences, recreational parks activities, art workshops, and leadership training(s) that are developmentally and culturally relevant.

Approval of Recommendation 1 will allow Public Health to amend MAWO Number PH-003904-W8 with Harder+Company to provide additional funds. The additional funding will allow Public Health to add a participatory evaluation approach to help document levels of empowerment from Our SPOT participants participating in the Youth In Action program and Artist Experience programs; it will also assist with the compilation and analyzing of surveys collected by Parks and Recreation to assess Parks After Dark Teen Zone Experiences and Our SPOT Staff Development/Trainings; it will allow the drafting of a press release highlighting the Our SPOT evaluation and key findings; and, drafting an outline for the Our SPOT website landing page that will include the full evaluation report, brief key findings, information graphic, and general Our SPOT evaluation information.

Public Health is returning to your Board to request approval to increase the MAWO as the additional funding indicated exceeds our current delegated authority to increase funding, as approved by your Board on April 30, 2019.

Approval of Recommendation 2 will allow Public Health to execute amendments to the MAWO to extend and/or adjust the term; rollover unspent funds; and increase or decrease funding up to 95 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 contract's terms and conditions, as necessary.

Approval of Recommendation 3 will allow Public Health to immediately suspend or terminate contracts with contractors who fail to perform and/or fully comply with program requirements, and to terminate 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, Goals – Community Connections, of the County’s Strategic Plan.

FISCAL IMPACT/FINANCING

The MAWO’s total cost is being augmented by \$34,300 for the period of July 1, 2024, through June 30, 2025, fully funded by the Parks and Recreation Department with funds from Substance Abuse Prevention and Treatment Block Grant and JJCPA funds.

Funding for the MAWO is included in Public Health’s Recommended Budget for fiscal year (FY) 2024 -25 and will be included in future FYs, as necessary.

There is no net County cost associated with this action.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

As required under Board Policy 5.120, your Board was notified on June 26,2024, of Public Health’s request to increase or decrease funding up to 95% above or below each contract’s annual maximum obligation. This increase will allow Public Health to add deliverable items in the Scope of Work.

County Counsel has reviewed and approved Exhibit I as to form.

CONTRACTING PROCESS

On June 23, 2023, I notified your Board that I was exercising delegated authority to execute MAWO Number PH-003904-W7 with Harder+Company, resulting from a competitive work order solicitation, in the total amount of \$37,200 effective July 1, 2023, through June 30, 2024, to conduct an evaluation of Our SPOT.

On June 28, 2024, I notified your Board that I was exercising delegated authority to amend MAWO Number PH-003904-W7 with Harder+Company to extend the period for 12 months effective July 1, 2024, through June 30, 2025, at an annual maximum obligation of \$37,200.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Approval of the recommended actions will allow Public Health to support additional evaluation services and a draft outline for the Our SPOT website landing page that will include the full evaluation report, brief key findings, information graphic, and general Our SPOT evaluation information.

The Honorable Board of Supervisors

9/10/2024

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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:mt

#07749

Enclosures

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

Master Agreement Number: PH-003904

Work Order Number: W7

Amendment Number 2

COUNTY OF LOS ANGELES / DEPARTMENT OF PUBLIC HEALTH MASTER
AGREEMENT WORK ORDER
FOR
EVALUATION SERVICES

THIS AMENDMENT is made and entered into on _____,

by and between COUNTY OF LOS ANGELES (hereafter
"County"),

and HARDER+COMPANY COMMUNITY
RESEARCH (hereafter "Contractor").

WHEREAS, on May 17, 2019, County and Contractor entered into Master Agreement Number PH-003904 to provide Evaluation Services for the Department of Public Health (Public Health); and

WHEREAS, reference is made to Master Agreement Number PH-003904 and any amendments thereto (all referred to as "Master Agreement"), between County and Contractor; and

WHEREAS, on June 23, 2023, County and Contractor entered into MAWO Number PH-003904-W7 to provide Our Social Places and Opportunities for Teens Program (Our SPOT) Evaluation Services; and

WHEREAS, on _____ 2024, the County Board of Supervisors authorized the Director of Public Health, or designee, to execute an amendment to MAWO PH-003904; and

WHEREAS, it is the intent of the parties hereto to amend MAWO Number PH-003908-W7 to increase the annual Maximum Total Amount for the period of July 1, 2024, through June 30, 2025, and make other hereafter designated changes to the MAWO.

WHEREAS, Master Agreement, Paragraph 8.1, Amendments, provides that changes may be made in the form of an Amendment which is formally approved and executed by the parties; and

WHEREAS, Contractor warrants that it continues to possess the competence, expertise, and personnel necessary to provide services consistent with the requirements of this MAWO.

NOW, THEREFORE, the parties agree as follows:

1. This Amendment is hereby incorporated into the original MAWO, and all of its terms and conditions, including capitalized terms defined therein, will be given full force and effect as it fully set forth herein.

2. This Amendment shall be effective upon execution for the period of July 1, 2024, through June 30, 2025.

3. Paragraph 7.0, MAXIMUM TOTAL AMOUNT AND PAYMENT, Subparagraph 7.1B is deleted in its entirety and replaced as follows:

“7.1B For the period July 1, 2024, through June 30, 2025, the Maximum Total Amount that County will pay Contractor for all services to be provided under this MAWO must not seventy-one thousand and five hundred dollars (\$71,500), as set forth in Attachment C-1.1, Budget.”

4. Attachment B-1, Scope of Work, is deleted in its entirety, and replaced with Attachment B-1.1, Scope of Work – Goals and Objectives, attached hereto and incorporated herein by reference. All references to “Attachment B-1, Scope of Work”, are deemed amended to state, “Attachment B-1.1, Scope of Work.”

5. Attachment C-1, Budget, is deleted in its entirety, and replaced with Attachment C-1.1, Budget, attached hereto and incorporated herein by reference. All references to “Attachment C-1, Budget”, are deemed amended to state, “Attachment C-1.1, Budget.”

6. Except for the changes set forth hereinabove, all terms and conditions of the MAWO will remain the same.

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IN WITNESS WHEREOF, the Board of Supervisors of the County of Los Angeles has caused this Amendment to be subscribed by its Director of Public Health, or designee, and Contractor has caused this Amendment to be subscribed in its behalf by its duly authorized officer, the month, day, and year first above written.

COUNTY OF LOS ANGELES

By _____
Barbara Ferrer, Ph.D., M.P.H., M.Ed.
Director

By HARDER+COMPANY COMMUNITY RESEARCH
CONTRACTOR

Signature

Printed Name

Title

APPROVED AS TO FORM:
BY THE OFFICE OF THE COUNTY COUNSEL
DAWYN R. HARRISON
County Counsel

APPROVED AS TO CONTRACT
ADMINISTRATION:

Department of Public Health

By _____
Contracts and Grants Division Management

#07749:mt

COUNTY OF LOS ANGELES – DEPARTMENT OF PUBLIC HEALTH
 OURSOCIAL PLACES AND OPPORTUNITIES FOR TEENS PROGRAM (OUR SPOT) EVALUATION SERVICES
 SCOPE OF WORK

CONTRACTOR NAME: Harder+Company Community Research

MASTER AGREEMENT NUMBER: PH-003904 **WORK ORDER NUMBER:** PH-003904-W7

WORK ORDER SOLICITATION NUMBER: Eval-WOS-41

PERIOD: July 1, 2024 – June 30, 2025

Objective	Activities	Timeline	Deliverables
1. Process and Outcome Evaluation Plan	1.1 Hold meeting with the Department of Public Health (Public Health) as well as Parks and Recreation to discuss evaluation needs and goals. 1.2 Review and update positive youth development framework, trauma informed care, and diversity, equity and inclusion literature review, as needed. 1.3 Update evaluation plan, including identification of key evaluation indicators; proposed methods, tools, and data sources to Public Health and Parks and Recreation to obtain input and refine. 1.4 Secure Institutional Review Board (IRB) exemption/approval in coordination with Public Health. 1.5 Meet with Public Health as well as Parks and Recreation monthly to discuss evaluation progress and participate in quarterly Youth Networking Group meetings as needed.	July 1, 2024 – August 1, 2024 July 1, 2024 – August 31, 2024 July 1, 2024 – August 31, 2024 July 1, 2024 – August 31, 2024 July 1, 2024 – June 30, 2025	1.1 Meeting documentation 1.2 Detailed evaluation plan 1.3 Detailed evaluation plan 1.4 Final IRB protocol/ approval 1.5 Meeting documentation
2. Our SPOT Implementation Data	2.1 Develop and/or update online tools for Parks and Recreation to collect program data, including applications, attendance tracking, programming provided, staff trainings provided, as needed and/or requested.	July 1, 2024 – September 15, 2024	2.1 Online data collection forms, including application form, attendance tracking, program tracking.

COUNTY OF LOS ANGELES – DEPARTMENT OF PUBLIC HEALTH
 OURSOCIAL PLACES AND OPPORTUNITIES FOR TEENS PROGRAM (OUR SPOT) EVALUATION SERVICES
 SCOPE OF WORK

CONTRACTOR NAME: Harder+Company Community Research

MASTER AGREEMENT NUMBER: PH-003904 **WORK ORDER NUMBER:** PH-003904-W7

WORK ORDER SOLICITATION NUMBER: EVAL-WOS-41

PERIOD: July 1, 2024 – June 30, 2025

Objective	Activities	Timeline	Deliverables
	<p>2.2 Analyze application/enrollment data collected by Parks and Recreation via online tool, (i.e., said online tool to be developed by/improved by Contractor), for 30-50 youth per each of 16 Our SPOT sites (9) including demographics of youth, referral sources, experience with county programs/services, and youth goals.</p> <p>2.3 Analyze Our Social Places and Opportunities for Teens Program (Our SPOT) attendance data, (collected by Parks and Recreation via existing online form, during program phases: 1) Launch (July 2024 – June 2025); 2) Summer (June 2023 – August 2023); 3) Curriculum implementation (September 2023 – June 2024), including demographics, program retention, average attendance, and maps of youth participation by zip code.</p> <p>2.4 Analyze and create summaries of Our SPOT implementation data by park and overall, including but not limited to:</p> <ul style="list-style-type: none"> a. Number of park staff participating in trainings by type (trauma informed care, mental health, first aid, youth development, etc); b. Number and type of Youth led planning activities and community meetings; 	<p>July 1, 2024 – April 30, 2025</p> <p>July 1, 2024 – April 30, 2025</p> <p>July 1, 2024– April 30, 2025</p>	<p>2.2 Descriptive analyses of application and enrollment data by park and overall and complete data files.</p> <p>2.3 Descriptive analyses of program attendance by park and overall and complete data files.</p> <p>2.4 Summary report of implementation data and complete data files.</p>

COUNTY OF LOS ANGELES – DEPARTMENT OF PUBLIC HEALTH
 OURSOCIAL PLACES AND OPPORTUNITIES FOR TEENS PROGRAM (OUR SPOT) EVALUATION SERVICES
 SCOPE OF WORK

CONTRACTOR NAME: Harder+Company Community Research

MASTER AGREEMENT NUMBER: PH-003904 **WORK ORDER NUMBER:** PH-003904-W7

WORK ORDER SOLICITATION NUMBER: Eval-WOS-41

PERIOD: July 1, 2024 – June 30, 2025

Objective	Activities	Timeline	Deliverables
	<ul style="list-style-type: none"> c. Number and type of park & youth led marketing and promotional activities; d. Organizations delivering curriculum and organizing activities, by type of activity; e. Number of youth volunteering for public service; f. Number of youth participating in Workforce Development, Aging and Community Services youth employment programs; g. Number and type of referrals from Our SPOT to Department of Mental Health counseling services; h. Number and type of referrals from Our Spot staff to Substance Abuse Prevention and Control services; i. Success stories and photos. 		
3. Positive Youth Development Assessment	<p>3.1 Review and refine existing Our SPOT youth pre-post assessment survey to assess program impact on positive youth development, and overall program satisfaction.</p> <p>3.2 Compile and analyze baseline and 6-month post surveys collected by Parks and Recreation to assess change in youth as a result of Our SPOT, including, but not limited to: level of empowerment, self-esteem, sense of community, goals. Surveys will be</p>	<p>July 1, 2024– September 15, 2024</p> <p>July 1, 2024– April 30, 2025</p>	<p>3.1 Revised youth pre-post assessment survey</p> <p>3.2 Complete data files, summary of baseline and post findings by park and overall</p>

COUNTY OF LOS ANGELES – DEPARTMENT OF PUBLIC HEALTH
 OURSOCIAL PLACES AND OPPORTUNITIES FOR TEENS PROGRAM (OUR SPOT) EVALUATION SERVICES
 SCOPE OF WORK

CONTRACTOR NAME: Harder+Company Community Research

MASTER AGREEMENT NUMBER: PH-003904 **WORK ORDER NUMBER:** PH-003904-W7

WORK ORDER SOLICITATION NUMBER: Eval-WOS-41

PERIOD: July 1, 2024 – June 30, 2025

Objective	Activities	Timeline	Deliverables
	<p>implemented during Phase 3 (September 2024 - May 2025).</p> <p>3.3 Provide a participatory evaluation approach to help document levels of empowerment from Our SPOT participants participating in the Youth In Action program, and Artist Experience programs.</p> <p>3.4 Draft surveys to help evaluate and analyze Parks After Dark Teen Zone Experiences and Our SPOT Staff Development/Training Experiences.)</p> <p>3.5 Compile and analyze surveys collected by Parks and Recreation to assess Parks After Dark Teen Zone Experiences and Our SPOT Staff Development/Trainings</p>	<p>July 1, 2024 – June 30, 2025</p> <p>July 1, 2024 – June 30, 2025</p> <p>July 1, 2024 – June 30, 2025</p>	<p>3.3 Documentation on participation</p> <p>3.4 Surveys</p> <p>3.5 Completed analysis of surveys</p>
<p>4. Key Informant Interviews and Focus Groups</p>	<p>4.1 Draft focus group interview guides (i.e., Parks and Recreation staff, program providers, youth participants and parents), for Public Health and Parks and Recreation review. Include timeline for data collection.</p> <p>4.2 Conduct focus groups with Our SPOT frontline staff (one per agency, online), Our SPOT management staff (supervisors and managers, two online) (partner agencies (one online), parents (one online) and participating youth (three in-person (one per</p>	<p>July 1, 2024– September 15, 2024</p> <p>July 1, 2024– March, 2025</p>	<p>4.1 Focus group interview guides.</p> <p>4.2 List of respondents by type, summary report of key themes.</p>

COUNTY OF LOS ANGELES – DEPARTMENT OF PUBLIC HEALTH
 OURSOCIAL PLACES AND OPPORTUNITIES FOR TEENS PROGRAM (OUR SPOT) EVALUATION SERVICES
 SCOPE OF WORK

CONTRACTOR NAME: Harder+Company Community Research

MASTER AGREEMENT NUMBER: PH-003904 **WORK ORDER NUMBER:** PH-003904-W7

WORK ORDER SOLICITATION NUMBER: EVAL-WOS-41

PERIOD: July 1, 2024 – June 30, 2025

Objective	Activities	Timeline	Deliverables
	agency), and school district partner (one online) to understand successes and challenges of program. Staff focus group will include staff experience with trainings.		
5. Final Report and Presentation	<p>5.1 Draft and graphically design Our SPOT evaluation report, including an executive summary and communication brief for a general audience, a summary of program process and impacts; and, recommendations for future implementation for Parks and Recreation as well as Public Health review. Incorporate edits to finalize report.</p> <p>5.2 Develop and conduct one (1) one hour PowerPoint presentation with key findings from process and outcome evaluation for Our SPOT overall for community, stakeholders, and Our SPOT frontline staff and managers</p> <p>5.3 Draft a press release highlighting the Our SPOT evaluation and key findings.</p> <p>5.4 Draft an outline for the Our SPOT website landing page that will includes the full evaluation report, brief key findings, information graphic, and general Our SPOT evaluation information.</p>	<p>May 1, 2025 – June 30, 2025</p> <p>June 1, 2025 – June 30, 2025</p> <p>June 1, 2024 – June 30, 2024</p> <p>July 1, 2024 – June 2025</p>	<p>5.1 Graphically designed evaluation report.</p> <p>5.2 PowerPoint presentation</p> <p>5.3 Press release</p> <p>5.4 Outline for website landing page</p>

**COUNTY OF LOS ANGELES – DEPARTMENT OF PUBLIC HEALTH
OUR SOCIAL PLACES AND OPPORTUNITIES FOR TEENS PROGRAM (OUR SPOT)
EVALUATION SERVICES**

HARDER+COMPANY COMMUNITY RESEARCH

July 1, 2024 – June 30, 2025

BUDGET SUMMARY (Schedule of Projected Costs)	
COST CATEGORY	AMOUNT
Budget Category I: Objective 1	\$ 9,340
Budget Category II: Objective 2	\$ 12,920
Budget Category III: Objective 3	\$ 17,440
Budget Category IV: Objective 4	\$ 15,920
Budget Category V: Objective 5	\$ 15,880
TOTAL COST TO MEET THE REQUIREMENTS OF THE WORK	\$ 71,500