



FESIA A. DAVENPORT
Chief Executive Officer

County of Los Angeles Health and Mental Health Services

DATE: Wednesday, February 10, 2021
TIME: 10:00 a.m.

**DUE TO CLOSURE OF ALL COUNTY BUILDINGS,
MEETING WILL BE HELD BY PHONE.
TO PARTICIPATE IN THE MEETING, PLEASE CALL AS FOLLOWS:
DIAL-IN NUMBER: 1 (323) 776-6996
CONFERENCE ID: 479494149#**

**THIS TELECONFERENCE WILL BE MUTED FOR ALL CALLERS. PLEASE DIAL *6 TO
UNMUTE YOUR PHONE WHEN IT IS YOUR TIME TO SPEAK.**

AGENDA

Members of the Public may address the Health and Mental Health Services Meeting on any agenda item. Three (3) minutes are allowed for each item.

- I. Call to order
- II. **Information Item(s)** (Any Information Item is subject to discussion and/or presentation at the request of two or more Board offices):
 - a. **DPH:** Authorization to Accept Three Grant Awards and Future Awards and/or Amendments from the Health Resources and Services Administration for Ending the HIV Epidemic: A Plan for America – Ryan White HIV/AIDS Care Program for the Period of March 1, 2020 Through February 28, 2025 (#5574)
- III. **Presentation Item(s):**
 - a. **DPW/DHS:** MLK Clinical Lab and Red-Bag Storage Project – Approve Project, Adopt, Advertise, and Award
 - b. **DPW/DPH:** Pomona Community Wellness Renovation Project – Establish and Approve Capital Project, Approve Appropriation Adjustment, and Authorize Use of Job Order Contract

- c. **DPH:** Approval to Execute a Master Agreement Work Order for the Provision of Temporary Personnel to Support the Health Promotion Bureau Activities Project Effective Upon Execution Through June 30, 2022 (#5573)

- IV. Items Continued from a Previous Meeting of the Board of Supervisors or from the Previous Agenda Review Meeting
- V. Items not on the posted agenda for matters requiring immediate action because of an emergency situation, or where the need to take immediate action came to the attention of the Department subsequent to the posting of the agenda
- VI. Public Comment
- VII. Adjournment

BOARD LETTER FACT SHEET

Agenda Review Date:

Board Meeting Date:

Sup. Dist. / SPA No.:

DRAFT

DEPARTMENT:

SUBJECT:

a

I. PUBLIC BENEFIT (precise description, mandated or non-mandated)

II. RECOMMENDED ACTIONS (summarized)

III. COST AND FUNDING SOURCES

Cost:

Funding:

IV. BACKGROUND (critical and/or insightful)

V. POTENTIAL ISSUE(S)

VI. DEPARTMENT & COUNTY COUNSEL CONTACTS



BARBARA FERRER, Ph.D., M.P.H., M.Ed.
Director

MUNTU DAVIS, M.D., M.P.H.
County Health Officer

MEGAN McCLAIRe , M.S.P.H.
Chief Deputy Director

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BOARD OF SUPERVISORS

Hilda L. Solis
First District

Holly J. Mitchell
Second District

Sheila Kuehl
Third District

Janice Hahn
Fourth District

Kathryn Barger
Fifth District

DRAFT

February 23, 2021

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:

**AUTHORIZATION TO ACCEPT THREE GRANT AWARDS AND FUTURE
AWARDS AND/OR AMENDMENTS FROM THE HEALTH RESOURCES AND
SERVICES ADMINISTRATION FOR ENDING THE HIV EPIDEMIC: A PLAN
FOR AMERICA - RYAN WHITE HIV/AIDS CARE PROGRAM FOR THE PERIOD
OF MARCH 1, 2020 THROUGH FEBRUARY 28, 2025
(ALL SUPERVISORIAL DISTRICTS) (3 VOTES)**

SUBJECT

Provide authorization to accept three grant awards and future awards and/or amendments from the Health Resources and Services Administration for Ryan White HIV/AIDS Program - Ending the Epidemic Plan for America for the term of March 1, 2020 through February 28, 2025.

IT IS RECOMMENDED THAT THE BOARD:

1. Authorize and instruct the Director of the Department of Public Health (Public Health), or designee, to accept three grant awards issued from the Health Resources and Services Administration (HRSA), Catalog of Federal Domestic Assistance Number 93.686, for Ending the HIV Epidemic (EHE): A Plan for America - Ryan White HIV/AIDS Program (RWHAP) Parts A and B (Exhibit I) for the period of March 1, 2020 through February 28, 2021: 1) Grant Award Number 1 UT8HA33928-01-00, issued February 20, 2020, in the amount of \$3,083,808; 2) Grant Award Number 6 UT8HA33928-01-01, issued June 15, 2020, which required Public Health to submit a revised budget and workplan to HRSA by July 30, 2020; and 3) Grant Award Number 6 UT8HA33928-01-02, issued September 10, 2020, which approves Public Health's budget revision request.

2. Delegate authority to the Director of Public Health, or designee, to accept future awards and/or amendments that are consistent with the grant requirements of the HRSA Grant Award 1 UT8HA33928-01-00, as referenced in Recommendation 1, that extend the term at amounts determined by HRSA through February 28, 2025, reflect revisions to the award's terms and conditions; allow for the rollover of unspent funds and/or redirection of funds; adjust the term of the award through August 31, 2025; and/or provide an increase or decrease in each term's annual base amount, at amounts to be determined by HRSA, subject to review and approval by County Counsel, and notification to your Board and the Chief Executive Office.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Approval of Recommendation 1 will allow Public Health to accept three grant awards from HRSA to provide EHE activities in Los Angeles County.

The national key strategies for EHE include: diagnose all people with HIV as early as possible; treat people with HIV rapidly and effectively to reach sustained viral suppression; prevent new HIV transmissions by using proven interventions, including pre-exposure prophylaxis (PrEP) and syringe services programs; and respond quickly to potential HIV outbreaks in order to get needed prevention and treatment services to people who need them.

Acceptance of the HRSA grant awards will allow Public Health to locally implement the five key strategies tied to our local EHE initiative: 1) enhance data system infrastructure development and systems linkages; 2) surveillance improvements and building organizational capacity; 3) support emerging practices, evidence-informed and evidence-based interventions for diagnosis and rapid linkage to care; 4) support emerging practices, evidence-informed and evidence-based interventions and client services for reengagement in care and viral suppression; and 5) support community engagement, information dissemination and outreach to address the needs of people living with HIV (PLWH) at each stage along the HIV care continuum, specifically calling attention to the activities for PLWH who are not virally suppressed. Public Health will utilize approximately \$1,500,000 of the \$3,808,303, on emergency financial assistance (EFA) for PLWH. EFA provides limited one-time or short-term payments to assist RWHAP-eligible clients with an urgent need for essential items or services necessary to improve health outcomes, including: utilities, housing, food (including groceries and food vouchers), transportation, or other HRSA RWHAP-allowable services needed to improve health outcomes. Approximately \$825,000, will be utilized to expand the current model of Emergency Department (ED) - to - Outpatient Services collaboration at LAC/USC Medical Center through increased ED provider knowledge of local HIV rates, increased HIV testing in the ED, integration of non-physician staff into the HIV service team, and use of virtual technology to improve HIV-related service delivery. A more robust team of experts primarily focused on HIV linkage will be able to move with the patient from the ED setting to the Outpatient setting and address patient and systems barriers as they arise. Building upon the core components that have demonstrated success, we hope to develop an

integrated and sustainable care model that improves the engagement in care for persons living with HIV.

The remaining \$1.4 million of the grant funds will be used for the purchase of oral dental equipment, client re-engagement incentives for PLWH who have fallen out of care, and administrative costs for Public Health tied to the oversight and coordination of various programmatic components of the grant.

Approval of Recommendation 2 will allow Public Health to accept future awards and/or amendments that are consistent with the requirements of the grant that extend the term at amounts determined by the HRSA; reflect revisions to the terms and conditions of the award; rollover unspent funds and/or redirect funds; and/or provide an increase or decrease in each term's annual base amount. This recommended action will enable Public Health to accept future amendments that adjust the project period up to six months beyond the original term, in those instances where there has been an unanticipated extension of the term to allow additional time to complete services and utilize grant funding. This authority is being requested to enhance Public Health's efforts to expeditiously maximize grant revenue, consistent with Board Policy 4.070: Full Utilization of Grant Funds.

Implementation of Strategic Plan Goals

The recommended actions support Strategy I.2, Enhance Our Delivery of Comprehensive Interventions, of the County's Strategic Plan.

FISCAL IMPACT/FINANCING

The total funding accepted under this action is \$3,083,808 for the period effective March 1, 2020, through February 28, 2021.

A budget adjustment was completed for fiscal year (FY) 2020-21. Public Health will roll over any unused funds from Year 1 into Year 2, which begins March 1, 2021. Funds will be included in future FYs, as necessary.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

On August 14, 2019, HRSA released Funding Opportunity Announcement (FOA) – HRSA 2-20-078, EHE-A Plan for America — RWHAP Parts A and B, with applications due to HRSA October 15, 2019, for a five-year grant period, effective March 1, 2020 through February 28, 2025.

The purpose of the FOA was to focus resources in States and Counties with substantial HIV burden and support the implementation of strategies, interventions, novel approaches, and core medical and support services to reduce new HIV infections in the United States. The overarching goal for this initiative promotes robust advances and innovations in HIV health care using the National HIV/AIDS Strategy to end the domestic HIV epidemic as its framework. The national EHE activities focus on addressing four goals:

- 1) reduce new HIV infections;
- 2) increase access to care and improve health outcomes for people with HIV;
- 3) reduce HIV-related health disparities and health inequities; and
- 4) achieve a more coordinated national response to end HIV.

Public Health submitted an application on October 15, 2019, that included a proposal to conduct EHE activities targeted to persons living with HIV, promote linkage to care and retention in high quality HIV care, and ensure timely access to HIV treatment and other support services as needed (e.g., mental health and substance use disorders services).

On February 20, 2020, Public Health received notification of funding from HRSA from EHE.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Approval of the recommended actions will allow Public Health to implement key strategies tied to EHE that will benefit persons at risk for and living with HIV in Los Angeles County.

Respectfully submitted,

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

BF:ml
BL #05574

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

BOARD LETTER FACT SHEET

Agenda Review Date: February 10, 2021

Board Meeting Date: February 23, 2021

Sup. Dist. / SPA No.: Second

DEPARTMENT: Public Works

SUBJECT: Martin Luther King, Jr. Clinical Laboratory and Red-Bag Storage Project

I. PUBLIC BENEFIT (precise description, mandated or non-mandated)

- a. Non-mandated. The Project will improve efficiency in clinical services.

II. RECOMMENDED ACTIONS (summarized)

Public Works is seeking Board approval of the project budget and Appropriation Adjustment; adopt plans and specifications; advertise for construction bids; and authorize award of a construction contract for the Clinical Laboratory and Red-Bag Storage Project at the Martin Luther King, Jr. Medical Campus.

III. COST AND FUNDING SOURCES

Cost: Project Budget is \$14,550,000.

Funding: DHS' Enterprise Fund-Committed

IV. BACKGROUND (critical and/or insightful)

- a. On June 11, 2019, the Board established and approved the MLK Clinical Laboratory and Red-Bag Storage Project and the make-ready work using a Board-approved Job Order Contract as part of the various related projects for the MLK Behavioral Health Center Renovation Project. The make-ready work to demolish the existing cooling towers was completed in November 2020.
- b. The MLK Clinical Laboratory and Red-Bag Storage Project consists of demolishing the existing abandoned cooling towers to construct a new, 7,800-square-foot, single-story clinical laboratory, and a new 3,300 square-foot red-bag storage area adjacent to the proposed clinical laboratory at the MLK campus.
- c. To expedite the construction, we are recommending that the Board adopt and advertise these documents for construction bids and authorize Public Works to award and execute a construction contract with the lowest responsive and responsible bidder if the low bid can be awarded within the approved total project budget.

V. POTENTIAL ISSUE(S)

None

VI. DEPARTMENT & COUNTY COUNSEL CONTACTS

- * DPW: Esther Diaz (626) 300-2333 | Health Services: Stephen Scott (323) 409-4358
- * County Counsel: Talin Halabi (213) 974-8948



COUNTY OF LOS ANGELES

DEPARTMENT OF PUBLIC WORKS

"To Enrich Lives Through Effective and Caring Service"

MARK PESTRELLA, Director

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<http://dpw.lacounty.gov>

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P.O. BOX 1460
ALHAMBRA, CALIFORNIA 91802-1460

IN REPLY PLEASE

REFER TO FILE: **PJ-2**

February 23, 2021

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:

**CONSTRUCTION CONTRACT
CONSTRUCTION MANAGEMENT CORE SERVICE AREA
MARTIN LUTHER KING, JR. MEDICAL CAMPUS
CLINICAL LABORATORY AND RED-BAG STORAGE PROJECT
APPROVE PROJECT BUDGET
APPROVE APPROPRIATION ADJUSTMENT AND
ADOPT, ADVERTISE, AND AWARD
CAPITAL PROJECT NO. 69857
SUPERVISORIAL DISTRICT 2
FISCAL YEAR 2020-21
(4 VOTES)**

SUBJECT

Public Works is seeking Board approval of the project budget and Appropriation Adjustment; adopt plans and specifications; advertise for construction bids; and authorize award of a construction contract for the Clinical Laboratory and Red-Bag Storage Project at the Martin Luther King, Jr. Medical Campus.

IT IS RECOMMENDED THAT THE BOARD:

1. Find that the recommended actions are within the scope of the previous exemption finding by the Board for the Martin Luther King, Jr. Medical Campus Clinical Laboratory and Red-Bag Storage Project from the California Environmental

Quality Act for the reasons stated in this Board letter and in the record of the project.

2. Approve the project budget of \$14,550,000 for the Martin Luther King, Jr. Medical Campus Clinical Laboratory and Red-Bag Storage Project, Capital Project No. 69857.
3. Approve the Fiscal Year 2020-21 Appropriation Adjustment to reallocate \$1,334,000 from the Department of Health Services' Enterprise Fund-Committed for the Department of Health Services to fund the projected Fiscal Year 2020-21 expenditures for the Martin Luther King, Jr. Medical Campus Clinical Laboratory and Red-Bag Storage Project, Capital Project No. 69857.
4. Adopt plans and specifications that are on file with Public Works for construction of the Martin Luther King, Jr. Medical Campus Clinical Laboratory and Red-Bag Storage Project with an estimated construction cost of \$8,500,000 of the \$14,550,000 total project budget.
5. Instruct the Executive Officer of the Board of Supervisors to advertise the Martin Luther King, Jr. Medical Campus Clinical Laboratory and Red-Bag Storage Project for bids to be received and opened on April 8, 2021, in accordance with the Instruction Sheet for Publishing Legal Advertisements.
6. Delegate authority to the Director of Public Works or his designee to make the determination that a bid is nonresponsive and to reject a bid on that basis; to waive inconsequential and non-material deficiencies in bids submitted; to award and execute a consultant services agreement with the apparent lowest responsive and responsible bidder to prepare a baseline construction schedule for a \$2,000 not-to-exceed amount funded by the project funds; and to determine, in accordance with the applicable contract and bid documents, whether the apparent lowest responsive and responsible bidder has timely prepared a satisfactory baseline construction schedule and satisfied all conditions for contract award. Upon such determination, authorize the Director of Public Works or his designee to award and execute a construction contract, in the form previously approved by County Counsel, to the apparent lowest responsive and responsible bidder, if the low bid can be awarded within the approved total project budget, and to take all other actions necessary and appropriate to deliver the project.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Approval of the recommended actions will find that the Martin Luther King, Jr. Medical Campus (MLK) Clinical Laboratory and Red-Bag Storage Project is within the scope of the previous exemption finding by the Board from the California Environmental Quality

Act (CEQA); approve the project budget for Capital Project (C.P.) No. 69857; approve an Appropriation Adjustment; adopt plans and specifications; advertise for construction bids; and authorize Public Works to award and execute a construction contract for the project.

On June 11, 2019, the Board established and approved the MLK Clinical Laboratory and Red-Bag Storage Project and the make-ready work using a Board-approved Job Order Contract as part of the various related projects for the MLK Behavioral Health Center Renovation Project. The MLK Clinical Laboratory and Red-Bag Storage Project consists of demolishing the existing abandoned cooling towers to construct a new, 7,800-square-foot, single-story clinical laboratory, including a red-bag storage area adjacent to the proposed clinical laboratory at the MLK campus. The existing clinical laboratory located on the 3rd Floor of the Augustus F. Hawkins building occupies approximately 27,000 square feet and provides laboratory tests for the MLK Outpatient Center, correctional health, and Department of Health Services (DHS) satellite clinics.

With the clinical laboratory integration to improve efficiency and the advancement of equipment and technology, the clinical laboratory space needs at MLK are dramatically reduced to approximately 7,000 square feet. Upon completion of the design of the laboratory space including the layout of all new and existing laboratory equipment to fully comply with code mandated clearances, the square footage of the new laboratory building will be 7,800-square-foot and will primarily serve its patients at the MLK Outpatient Center.

The scope of work for the clinical laboratory includes a new laboratory building, including workspace counters, support spaces, a combination of new and existing laboratory equipment, connection to the campus' pneumatic tube system, and associated site improvements.

The existing 1,000-square-foot red-bag storage area for the MLK campus was located at the loading dock of the future Behavioral Health Center (BHC) building. During the construction of the upcoming BHC building, the red-bag storage area was relocated to allow for placement of new mechanical equipment that will serve the BHC building. In addition, due to increased patient care services on campus, there is a need for additional red-bag storage space. The proposed project will relocate the red-bag storage area to a space directly south of the new laboratory building. The scope of work for the red-bag storage area includes a new, approximately 3,300 square feet fenced enclosure, including storage for biological medical waste, hazardous waste, a new cart washer, and associated site improvements.

Plans, specifications, and jurisdictional approvals have been completed using a Board-approved architect/engineer. Upon the Board's authorization of the recommended actions, construction is anticipated to take 15 months. To expedite the construction, we are recommending that the Board adopt and advertise these documents for construction

bids and authorize Public Works to award and execute a construction contract with the lowest responsive and responsible bidder if the low bid can be awarded within the approved total project budget.

The make-ready work for the proposed MLK Clinical Laboratory and Red-Bag Storage Project, which included the demolition of the five wooden cooling towers, concrete enclosure, and associated utility connections; and the site grading and stabilization for the building pad, was completed using a Board-approved Job Order Contract in November 2020.

Green Building/Sustainable Design Program

On December 20, 2016, the Board adopted a new Leadership in Energy and Environmental Design (LEED) policy, requiring all new County buildings greater than 10,000 square feet in size, to achieve LEED Gold Certification. The MLK Clinical Laboratory and Red-Bag Storage Project's new laboratory building is less than 10,000 square feet; therefore, it is exempt from achieving LEED certification. However, the project will support the Board's policy for Green Building/Sustainable Design Program by recycling disposable material, incorporating energy efficient products during construction, and by incorporating water and energy conservation features.

Implementation of Strategic Plan Goals

These recommendations support the County Strategic Plan: Strategy II.1, Drive Economic and Workforce Development in the County; Strategy II.2, Support the Wellness of our Communities; and Strategy III.3, Pursue Operational Effectiveness, Fiscal Responsibility, and Accountability, by supporting the wellness of our communities and enhancing the delivery of comprehensive and seamless healthcare services that will in turn benefit the common good by driving the development of the workforce and the economic development of the County.

FISCAL IMPACT/FINANCING

The total project budget for the MLK Clinical Laboratory and Red-Bag Storage Project, C.P. No. 69857, which includes construction, change order contingency, plans and specifications, permits fees, consultant services, inspection services, and County services, is \$14,550,000 (Enclosure A). Of this amount, DHS has paid \$461,000 for preliminary assessment fees through the DHS operating budget.

Board approval of the enclosed Fiscal Year 2020-21 Appropriation Adjustment (Enclosure B) will reallocate \$1,334,000 from the DHS Enterprise Fund-Committed for DHS to fund the projected Fiscal Year 2020-21 expenditures for the MLK Clinical Laboratory and Red-

Bag Storage Project, C.P. No. 69857. DHS will provide funding in the future budget phases, as needed, to fully fund the remaining project budget.

Operating Budget Impact

Following completion of the projects, DHS will fund the associated maintenance and operational costs with existing budgetary resources from its Operating Budget. There is no net County cost impact associated with the recommended actions.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

In accordance with the Board's Civic Art Policy amended on August 4, 2020, the project budget includes one percent of the design and construction costs to be allocated to the Civic Art fund, \$117,000.

A standard construction contract will be used for the MLK Clinical Laboratory and Red-Bag Storage Project. The contract contains terms and conditions supporting the Board's ordinances and policies including, but not limited to, the County's Greater Avenues for Independence and General Relief Opportunities for Work Programs, Contract Language to Assist in Placement of Displaced County Workers, and Notice to Employees Regarding the Federal Earned Income Credit (Federal Income Tax Law, Internal Revenue Service Notice 1015).

In accordance with the Board's consolidated Local and Targeted Worker Hire Policy adopted on September 6, 2016, the project will require that at least 30 percent of the total California craft worker hours for construction of the project be performed by Local Residents and at least 10 percent be performed by Targeted Workers facing employment barriers.

Prior to execution of the construction, Public Works will ensure that the contractor has submitted acceptable performance and payment bonds and evidence of required contractor insurance.

The plans and specifications include the contractual provisions, methods, and material requirements necessary for these projects and are on file with Public Works, Business Relations and Contracts Division.

ENVIRONMENTAL DOCUMENTATION

On June 11, 2019, the Board found the MLK Clinical Laboratory and Red-Bag Storage Project categorically exempt from CEQA. A Notice of Exemption was filed on June 18, 2019. The project remains within certain classes of projects that have been determined not to have a significant effect on the environment in that it meets criteria set

forth in Section 15301 (l) (3) and (4); 15303 (c); and 15304 (a) and (b) of the State CEQA Guidelines and Classes 1 (h) (3) and (4); 3 (k); and 4 (a) and (c) of the County's Environmental Document Reporting Procedures and Guidelines, Appendix G. The project provides for demolition of individual small structures and construction of small buildings not exceeding 10,000 square feet with negligible or no expansion of use. No healthy, mature, scenic trees will be removed as part of the project. The currently recommended actions are within the scope of the previous finding of exemption, and there are no changes to the project since approval.

Upon the Board's approval of the recommended actions, Public Works will file a Notice of Exemption with the Registrar-Recorder/County Clerk in accordance with Public Resources Code Section 21152.

CONTRACTING PROCESS

Advertising for construction bids will be in accordance with the County's standard Instruction Sheet for Publishing Legal Advertisements (Enclosure C).

As requested by the Board on February 3, 1998, this contract opportunity will be listed on the "Doing Business with the County" and "Doing Business with Public Works" websites. Public Works will also inform the local small business enterprises about this business opportunity for those certified by the County of Los Angeles Department of Consumers and Business Affairs.

Participation by Community Business Enterprises (CBE) in the project is encouraged through Public Works' CBE Outreach Program and by monitoring the good faith efforts of bidders to utilize CBE.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Approval of the recommended actions will have no impact on current services at the MLK Medical Campus. There are no anticipated impacts to laboratory testing during equipment relocation. All patient care services on campus will remain fully operational during design and construction.

CONCLUSION

Please return one adopted copy of this Board letter to Public Works, Project Management Division I.

Respectfully submitted,

MARK PESTRELLA
Director of Public Works

MP:AKM:jc

Enclosures

c: Department of Arts and Culture
Auditor-Controller
Chief Executive Office (Capital Programs Division)
County Counsel
Executive Office
Department of Health Services (Capital Projects Division)

**CONSTRUCTION CONTRACT
CONSTRUCTION MANAGEMENT CORE SERVICE AREA
MARTIN LUTHER KING, JR. MEDICAL CAMPUS
CLINICAL LABORATORY AND RED-BAG STORAGE PROJECT
APPROVE PROJECT BUDGET
APPROVE APPROPRIATION ADJUSTMENT AND
ADOPT, ADVERTISE, AND AWARD
CAPITAL PROJECT NO. 69857
SUPERVISORIAL DISTRICT 2
FISCAL YEAR 2020-21
(4 VOTES)**

I. PROJECT SCHEDULE SUMMARY

Project Activity	Scheduled Completion Date
Make-Ready	
Construction Documents	07/19/19 (Actual)
Jurisdictional Approvals	09/23/19 (Actual)
Construction Award	08/06/20 (Actual)
Substantial Completion	11/13/20 (Actual)
Low-Bid Construction	
Construction Documents	06/26/20 (Actual)
Jurisdictional Approvals	11/09/20 (Actual)
Construction Award	June 2021
Substantial Completion	September 2022
Project Acceptance	November 2022

II. PROJECT BUDGET SUMMARY

Project Budget Category	Proposed Project Budget
Construction	\$ 8,500,000
Make-Ready Construction	\$ 1,040,000
Change Order Contingency	\$ 1,006,000
Construction Subtotal	\$10,546,000
Civic Art	\$ 117,000
Hard Cost Subtotal	\$ 10,663,000
Plans and Specifications	\$ 2,314,500
Consultant Services	\$ 911,000
Miscellaneous Expenditures	\$ 20,000
Jurisdictional Review	\$ 305,000
County Services	\$ 336,500
Soft Cost Subtotal	\$ 3,888,000
TOTAL PROJECT COST	\$14,550,000

January 29, 2021

COUNTY OF LOS ANGELES

REQUEST FOR APPROPRIATION ADJUSTMENT

DEPARTMENT OF HEALTH SERVICES

AUDITOR-CONTROLLER:

THE FOLLOWING APPROPRIATION ADJUSTMENT IS DEEMED NECESSARY BY THIS DEPARTMENT. PLEASE CONFIRM THE ACCOUNTING ENTRIES AND AVAILABLE BALANCES AND FORWARD TO THE CHIEF EXECUTIVE OFFICER FOR HER RECOMMENDATION OR ACTION.

ADJUSTMENT REQUESTED AND REASONS THEREFORE**FY 2020-21****4 - VOTES**

SOURCES		USES	
DHS ENTERPRISE FUND MN2-3078 COMMITTED FOR DHS DECREASE OBLIGATED FUND BALANCE		DHS ENTERPRISE FUND MN2-HS-6100-60070 OTHER FINANCING USES INCREASE APPROPRIATION	
	1,334,000		1,334,000
HARBOR CARE SOUTH ENTERPRISE FUND MN1-HH-96-9911-60020 OPERATING TRANSFERS IN INCREASE REVENUE		HARBOR CARE SOUTH ENTERPRISE FUND MN1-HH-96-9912-60020 OPERATING SUBSIDY - GENERAL FUND DECREASE REVENUE	
	1,334,000		1,334,000
ENT SUB - HARBOR CARE SOUTH A01-AC-6100-21200-21226 OTHER FINANCING USES DECREASE APPROPRIATION		MARTIN LUTHER KING JR. OUTPATIENT CENTER MLK CLINICAL LABORATORY AND RED-BAG STORAGE A01-CP-6014-64020-69857 CAPITAL ASSETS - B & I INCREASE APPROPRIATION	
	1,334,000		1,334,000
SOURCES TOTAL	\$ 4,002,000	USES TOTAL	\$ 4,002,000

JUSTIFICATION

This budget adjustment of \$1,334,000 is necessary to fund Capital Project No. 69857, MLK Clinical Laboratory and Red-bag Storage Project, from DHS Enterprise Fund-Committed for DHS for anticipated expenditures in FY 2020-21.

AUTHORIZED SIGNATURE

Jean Lo, Controller's Division, DHS

BOARD OF SUPERVISOR'S APPROVAL (AS REQUESTED/REVISED)

REFERRED TO THE CHIEF
EXECUTIVE OFFICER FOR---☐ ACTION☒ RECOMMENDATION

AUDITOR-CONTROLLER

BY

B.A. NO. 192

DATE

☒ APPROVED AS REQUESTED☐ APPROVED AS REVISED

CHIEF EXECUTIVE OFFICER

BY

DATE

BOARD LETTER FACT SHEET

Agenda Review Date: February 10, 2021

Board Meeting Date: February 23, 2021

Sup. Dist. / SPA No.: 1

DEPARTMENT: Department of Public Works

SUBJECT: Pomona Community Wellness Renovation Project

I. PUBLIC BENEFIT (precise description, mandated or non-mandated)

- a. Non-Mandated. This project will improve the service delivery for patients by providing clinical services to residents of Pomona and surrounding communities for public health prevention and treatment.

II. RECOMMENDED ACTIONS (summarized)

- a. The Department of Public Works is seeking Board approval to establish and approve the Pomona Community Wellness Renovation project (CP 87729); approve the project budget; approve appropriation adjustment; authorize the use of Board-approved Job Order Contract for work; and find that the project is exempt from the California Environmental Quality Act.

This project is a priority for SD1.

III. COST AND FUNDING SOURCES

Cost: \$3,300,000

Funding: Transfer from Capital Project No. 87426 Various Public Health Centers Refurbishment. Funding of CP 87426 is NCC from Public Health completed capital projects.

IV. BACKGROUND (critical and/or insightful)

a. BACKGROUND/DESCRIPTION

This project will expand Public Health's Countywide Trauma System to include trauma prevention and healing activities in Service Planning Area (SPA) 3 and create a community wellness center. This will be the only available trauma prevention and healing activity resource in the region.

The proposed project consists of renovation and remodeling of approximately 10,000 square feet of existing underused space at the Pomona Public Health Center to create a community wellness center that will provide a broad range of integrated services. The project will serve as a regional hub for planning, implementing programs, and provide a dedicated space for community gathering, engagement, and education.

V. POTENTIAL ISSUE(S)

- a. None

VI. DEPARTMENT & COUNTY COUNSEL CONTACTS

* DPW: Alicia Ramos (626) 300-2344 | Public Health: Akiko Tagawa (213) 323-914-7650 | County Counsel: Talin Halabi (213) 974-8948



COUNTY OF LOS ANGELES

DEPARTMENT OF PUBLIC WORKS

"To Enrich Lives Through Effective and Caring Service"

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<http://dpw.lacounty.gov>

MARK PESTRELLA, Director

ADDRESS ALL CORRESPONDENCE TO:
P.O. BOX 1460
ALHAMBRA, CALIFORNIA 91802-1460

February 23, 2021

IN REPLY PLEASE

REFER TO FILE: PJ-2

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

DRAFT

Dear Supervisors:

**CONSTRUCTION CONTRACT
CONSTRUCTION MANAGEMENT CORE SERVICE AREA
POMONA COMMUNITY WELLNESS RENOVATION PROJECT
ESTABLISH AND APPROVE CAPITAL PROJECT
APPROVE APPROPRIATION ADJUSTMENT
AUTHORIZE USE OF JOB ORDER CONTRACT
CAPITAL PROJECT NO. 87729
FISCAL YEAR 2020-21
(SUPERVISORIAL DISTRICT 1)
(3 VOTES)**

SUBJECT

Public Works is seeking Board approval to establish and approve the Pomona Community Wellness Renovation project, Capital Project No. 87729 with a project budget of \$3,300,000; approve an appropriation adjustment and authorize the use of a Job Order Contract to complete the project.

IT IS RECOMMENDED THAT THE BOARD:

1. Find that the proposed Pomona Community Wellness Renovation project is exempt from the California Environmental Quality Act for the reasons stated in this letter and in the record of the project.
2. Establish and approve the proposed Pomona Community Wellness Renovation Project, Capital Project No. 87729, with a total project budget of \$3,300,000.

3. Approve the appropriation adjustment in the amount of \$3,263,000 to fund the Pomona Community Wellness Renovation Project, Capital Project No. 87729.
4. Authorize the Director of Public Works or his designee to use a Board-approved Job Order Contract to deliver the Pomona Community Wellness Renovation Project.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Approval of the recommended actions will find the Pomona Community Wellness Renovation project is exempt from the California Environmental Quality Act (CEQA), establish and approve the Capital Project and budget, approve related appropriation adjustment, and authorize Public Works to use a Job Order Contract (JOC) to perform the work.

Background

The Pomona Public Health Center is located at 750 South Park Avenue in the City of Pomona and provides clinical services to residents of Pomona and surrounding communities for public health prevention and treatment.

Pomona Community Wellness Renovation Project

The proposed project consists of renovation and remodeling of approximately 10,000 square feet of existing underused space at the Pomona Public Health Center to create a community wellness center that will provide a broad range of integrated services. The project will serve as a strategic, regional hub for planning and implementing programs with a dedicated space and programming for community gathering, engagement, and education. The community wellness center will be welcoming, conducive to healing, and inviting to community. In addition, opportunities for physical activity and community wellness activities will be offered in the space. The community room will allow County and community-based organizations to hold trainings, wellness classes, meetings on key advocacy issues, and media events. A Healing and Trauma Prevention Center and a Connecting to Opportunities for Recovery and Engagement Center will also be provided in the renovated space.

The existing building was constructed in 1965. The project includes renovation of interior spaces, including materials and finishes, mechanical, electrical, plumbing, fire and life

safety, equipment, and code compliance work to meet the Americans with Disabilities Act accessibility requirements.

Plans, specifications, and jurisdictional approvals will be completed using an on-call architect/engineer agreement. Once the project plans and specifications are complete, the renovation and remodeling will be performed using a JOC. The project is anticipated to be substantially completed by March 2022.

The proposed project is less than 10,000 square feet in size and therefore, not required to meet the Board's policy for Leadership in Energy and Environmental Design Gold certification. However, the project will be designed to support the Board's policy for Green Building/Sustainable Design Program by incorporating energy conservation features.

Implementation of Strategic Plan Goals

These recommendations support the County Strategic Plan: Strategy II.2 - Support Wellness of our Communities; Strategy III.3 - Pursue Operational Effectiveness, Fiscal Responsibility, and Accountability; and Objective III.3.2, Manage and Maximize County Assets. The recommended actions support the Strategic Plan by supporting the wellness of our communities and enhancing the delivery of comprehensive and seamless healthcare services to the residents of the County of Los Angeles seeking healthcare assistance. These recommended actions support the Strategic Plan by providing improved access to services for the community that will in turn benefit the common good by driving the development of the workforce and the economic development of the County.

FISCAL IMPACT/FINANCING

The total project budget (Enclosure A) for the Pomona Community Wellness Renovation Project is \$3,300,000, which includes plans and specifications, plan check, construction, consultant services, Civic Art fee, miscellaneous expenditures, and County services. Of the project budget, The Department of Public Health (DPH) has paid \$37,650 from its operational budget to fund the projects preliminary cost. The appropriation adjustment (Enclosure B) will reallocate \$3,263,000 from Capital Project No. 87426 Various Public Health Center Project to fully fund the Pomona Wellness Community Renovation project. Capital Project No. 87426 Various Public Health Center Project is funded by net County cost from residual appropriations of completed DPH's Capital Projects.

Operating Budget Impact

Following completion of the project, DPH will fund any additional associated and operational costs of the program with existing budgetary resources from its Operating Budget.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

In accordance with the Board's Civic Art Policy, the project includes a budget of \$24,207 to be allocated to the Civic Arts Special Fund that is 1 percent of the design and construction costs.

In accordance with the Board's consolidated Local and Targeted Worker Hire Policy, the project will require that at least 30 percent of the total California craft worker hours for construction of the project be performed by Local Residents and at least 10 percent be performed by Targeted Workers facing employment barriers.

ENVIRONMENTAL DOCUMENTATION

On May 28, 2019, as part of the Deferred Maintenance Project, the Board found that the proposed repair and building system replacement project to be carried out using a JOC is categorically exempt from CEQA. The project consists of repairs to existing County buildings and facilities. The proposed project is within certain classes of projects that have been determined not to have a significant effect on the environment in that it meets criteria set forth in Sections 15301(a), (d), and (l) and 15302(b) and (c) of the State CEQA Guidelines and Classes 1(c), (d), (h), (i), (j), (l), and (m) and 2(a), (b), and (e) of the County's Environmental Document Reporting Procedures and Guidelines, Appendix G. The project provides for repair of existing facilities and structures with negligible or no expansion of an existing use and replacement of existing facilities at the same site with new facilities of substantially the same purpose and capacity.

Additionally, the proposed project will comply with all applicable regulations, is not located in a sensitive environment, and there are no cumulative impacts, unusual circumstances, damage to scenic highways, listing, on hazardous waste sites compiled pursuant to Government Code Section 65962.5, or indications that the project may cause a substantial adverse change in the significance of a historical resource that would make the exemptions inapplicable based on the records of the proposed project.

Upon the Board's approval of the recommended actions, Public Works will file a Notice of Determination with the Registrar Recorder/County-Clerk in accordance with Section 21152 of the California Public Resources Code.

CONTRACTING PROCESS

Public Works utilized a Board-approved on-call architect/engineer to prepare the design documents for the Pomona Community Wellness Renovation Project. Public Works recommends using a Board-approved JOC to complete construction of the project. The standard Board-directed clauses, including those that provide for contract termination and hiring qualified displaced County employees, are included in all JOCs. The JOC contractor who will perform the work is required to fully comply with applicable legal requirements, which among other things, include Chapters 2.200 (Child Support Compliance Program) and 2.203 (Contractor Employee Jury Service Programs) of the Los Angeles County Code, and Section 1774 of the California Labor Code pertaining to payment of prevailing wages.

This project scope includes substantial renovation and remodeling and alteration work and, as such, Public Works has made the determination that the use of a JOC is the most appropriate contracting method to deliver the project.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Public Works will work with the DPH to minimize construction impacts and disruptions at the facility.

The Honorable Board of Supervisors
February 23, 2021
Page 6

CONCLUSION

Please return one adopted copy of this Board letter to Public Works, Project Management Division I.

Respectfully submitted,

MARK PESTRELLA
Director of Public Works

MP:AKM:cg

Enclosure

c: Department of Arts and Culture
Auditor-Controller
Chief Executive Office (Capital Programs Division)
County Counsel
Executive Office
Department of Public Health

**CONSTRUCTION CONTRACT
CONSTRUCTION MANAGEMENT CORE SERVICE AREA
POMONA COMMUNITY WELLNESS RENOVATION PROJECT
ESTABLISH AND APPROVE CAPITAL PROJECT
APPROVE APPROPRIATION ADJUSTMENT
AUTHORIZE USE OF JOB ORDER CONTRACTS
CAPITAL PROJECT NO. 87729
FISCAL YEAR 2020-21
(SUPERVISORIAL DISTRICT 1)
(3 VOTES)**

I. PROJECT SCHEDULE SUMMARY

Project Activity	Scheduled Completion Date
Construction Documents	03/21
Jurisdictional Approvals	06/21
Construction Start	08/21
Substantial Completion	03/22
Final Acceptance	06/22

*Completed Activity

II. PROJECT BUDGET SUMMARY

Project Activity	Budget
Hard Costs	
Construction (JOC)	\$ 2,128,960
E-Gordian	\$ 48,079
Contingency	\$ 298,754
Civic Art	\$ 24,207
Construction Subtotal	\$ 2,500,000
Soft Costs	
Plans and Specification	\$ 300,000
Consultant Services	\$ 90,000
Miscellaneous Expenditure	\$ 10,000
Jurisdictional Review, Plan Check and Permit	\$ 30,000
County Services	\$ 370,000
Soft Cost Subtotal	\$ 800,000
TOTAL	\$ 3,300,000

February 09, 2021

COUNTY OF LOS ANGELES

REQUEST FOR APPROPRIATION ADJUSTMENT

DEPARTMENT OF CHIEF EXECUTIVE OFFICER

AUDITOR-CONTROLLER:

THE FOLLOWING APPROPRIATION ADJUSTMENT IS DEEMED NECESSARY BY THIS DEPARTMENT. PLEASE CONFIRM THE ACCOUNTING ENTRIES AND AVAILABLE BALANCES AND FORWARD TO THE CHIEF EXECUTIVE OFFICER FOR HER RECOMMENDATION OR ACTION.

ADJUSTMENT REQUESTED AND REASONS THEREFORE**FY 2020-21****3 - VOTES****SOURCES**

PUBLIC HEALTH

VARIOUS PUBLIC HEALTH CENTERS REFURBISHMENT

A01-CP-6014-65058-87426

CAPITAL ASSETS - B & I

DECREASE APPROPRIATION**3,263,000****USES**

PUBLIC HEALTH

POMONA COMMUNITY WELLNESS RENOVATION

A01-CP-6014-65058-87729

CAPITAL ASSETS - B & I

INCREASE APPROPRIATION**3,263,000****SOURCES TOTAL****\$ 3,263,000****USES TOTAL****\$ 3,263,000****JUSTIFICATION**

Adjustment is necessary to transfer \$3,263,000 from Various Public Health Center's Refurbishment project, CP_87426 to fully fund the Pomona Community Wellness Renovation project, CP_87729.

AUTHORIZED SIGNATURE

Amir Alam, Manager, CEO

BOARD OF SUPERVISOR'S APPROVAL (AS REQUESTED/REVISED)

REFERRED TO THE CHIEF
EXECUTIVE OFFICER FOR---☐

ACTION

☐

RECOMMENDATION

AUDITOR-CONTROLLER

BY

B.A. NO.

DATE

☐

APPROVED AS REQUESTED

☐

APPROVED AS REVISED

CHIEF EXECUTIVE OFFICER

BY

DATE

BOARD LETTER FACT SHEET

Agenda Review Date:

Board Meeting Date:

Sup. Dist. / SPA No.:

DRAFT

DEPARTMENT:

SUBJECT:

I. PUBLIC BENEFIT (precise description, mandated or non-mandated)

II. RECOMMENDED ACTIONS (summarized)

III. COST AND FUNDING SOURCES

Cost:

Funding:

IV. BACKGROUND (critical and/or insightful)

V. POTENTIAL ISSUE(S)

VI. DEPARTMENT & COUNTY COUNSEL CONTACTS



BARBARA FERRER, Ph.D., M.P.H., M.Ed.
Director

MUNTU DAVIS, M.D., M.P.H.
County Health Officer

MEGAN McCLAIRE, M.S.P.H.
Chief Deputy Director

313 North Figueroa Street, Room 806
Los Angeles, California 90012
TEL (213) 288-8117 • FAX (213) 975-1273

www.publichealth.lacounty.gov

February 23, 2021

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 EXECUTE A MASTER AGREEMENT WORK ORDER FOR THE
PROVISION OF TEMPORARY PERSONNEL SERVICES TO SUPPORT THE
HEALTH PROMOTION BUREAU ACTIVITIES PROJECT
(ALL SUPERVISORIAL DISTRICTS)
(3 VOTES)**

SUBJECT

Request approval to execute a Master Agreement Work Order for Temporary Personnel Services to support the Department of Public Health's Health Promotion Bureau Activities Project.

IT IS RECOMMENDED THAT THE BOARD:

1. Authorize and instruct the Director of the Department of Public Health (Public Health), or designee, to execute a Master Agreement Work Order (MAWO), substantially similar to Exhibit I, with Healthcare Staffing Professionals, Inc. (HSP), for the provision of temporary personnel services to support Public Health's Health Promotion Bureau Activities Project, effective upon date of execution through December 31, 2022, at a total maximum obligation of \$1,375,402; funded by Measure B funds and Wiley Sanders Settlement Funds.



BOARD OF SUPERVISORS

Hilda L. Solis
First District

Holly J. Mitchell
Second District

Sheila Kuehl
Third District

Janice Hahn
Fourth District

Kathryn Barger
Fifth District

DRAFT

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Approval of Recommendation 1 will allow Public Health to execute a MAWO with HSP to provide up to eight (8) temporary personnel: a) five (5) full-time equivalent (FTE) temporary personnel to implement the Office of Violence Prevention's (OVP) Early Implementation Strategic Priorities; b) one (1) FTE and one (1) part time equivalent to provide the Trauma Prevention Initiative (TPI) project with research and evaluation support and graphic design services; and c) one (1) FTE to oversee, organize and facilitate the Early Needs Response to Infant's and Children's Health's (ENRICH) program with services and relationships with families, providers and other related organizations.

Implementation of Strategic Plan Goals

The recommended actions support Strategy I.1, Increase Our Focus on Prevention Initiatives and Strategy II.2, Support the Wellness of Our Communities, of the County's Strategic Plan.

FISCAL IMPACT/FINANCING

The total maximum obligation for this MAWO is \$1,375,402; comprised of \$875,818 for OVP Early Implementation Strategic Priorities, for the period effective date of execution through June 30, 2022, fully supported by the Department of Health Services (DHS) – Measure B Special Revenue Fund; \$267,788 for TPI, for the period effective date of execution through June 30, 2022, fully supported by Measure B – TPI Expansion funds; and \$231,796 for ENRICH, for the period effective date of execution through December 31, 2022, fully supported by Wiley Sanders Settlement Funds.

There is no net County cost associated with this action. Funding is included in Public Health's fiscal year (FY) 2020-21 Adopted Budget, and will be included in future FYs as necessary.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

OVP: The County of Los Angeles (County) Board of Supervisors established the Countywide OVP within Public Health on February 19, 2019; including allocation of funding from Measure B to support the personnel and initial strategies needed to establish the Office. OVP is a board-mandated office that is tasked with coordinating a comprehensive approach to violence prevention and intervention across multiple forms of violence, (e.g., gun violence, suicide, youth and community violence, domestic violence/intimate partner violence, dating/sexual violence, child abuse, hate violence, and systemic violence), and working in partnership with county and community stakeholders to achieve a vision of a violence-free Los Angeles County (LAC).

In February 2019, the Board of Supervisors unanimously approved a motion to establish the OVP and allocated Public Health funding from the DHS – Measure B Special Revenue

Fund which is collected through a county parcel tax and provides funding for the county's trauma hospital systems. This funding supports OVP through contracting with community organizations in order to establish regional violence prevention coalitions in each Service Planning Area (SPA), and to continue the implementation of TPI to reduce the number of violence related trauma visits in the LAC. TPI is a strategic priority of the OVP that offers an opportunity to align resources across several county organizations and community partners, including trauma hospitals.

ENRICH: The United States Department of Justice and the County pursued legal action against companies responsible for decades-long lead contamination in East Los Angeles, Boyle Heights, and several other Southeastern cities and communities; principally, the Exide lead-acid battery recycling facility in Vernon, and Wiley Sanders Truck Lines. Wiley Sanders trucked battery recycling byproducts from the Exide facility to Bakersfield without proper safeguards, resulting in serious health risks to the local communities when hazardous liquids escaped during the shipping process. Wiley Sanders settled that litigation in May 2019 and paid \$1.82 million into Public Health's Environmental Response and Assessment Fund (ERAF). Funds in the ERAF are intended to support residents of communities impacted by the Exide facility and include education and learning disability assessment and intervention for children who live in those communities.

ENRICH has been created to initialize wide-scale developmental delay screening for infants and children in the Exide-affected areas, and will be managed by Public Health's Children's Medical Services. Identifying a child's developmental challenges or needs is only the first step in the process; the next steps require local health, mental health, educational and other social service systems to partner with families as they navigate the process of addressing and mitigating the effects of those early development delays.

Exhibit I has been reviewed and approved by County Counsel as to use.

CONTRACTING PROCESS

On November 18, 2020, Public Health issued a Temporary Personnel Services WOS (TEMP-WOS-117) to the seven (7) Public Health Temporary Personnel Master Agreement Contractors qualified to provide temporary personnel services.

Request for a Solicitations Requirements Review (SRR) and bidders' written questions were due by December 4, 2020. There were no requests for an SRR; however, a total of 16 bidders' written questions were received.

Public Health received four (4) bids by the submission deadline. The successful bidder, HSP, met all the requirements and submitted the lowest cost responsive bid.

Three (3) bidders requested the Local Small Business Enterprise preference program consideration. Each met the required criteria and was granted the preference in the evaluation of cost.

The Honorable Board of Supervisors

February 23, 2021

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On January 25, 2021, notifications of the WOS results were sent to the non-selected bidders. No Notices of Intent to Request a Proposed Contractor Selection Review were received by the due date. Therefore, Public Health is recommending that the Board approve the MAWO with HSP.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Approval of the recommended actions will allow Public Health to meet the immediate need for additional staff to implement the Health Promotion Bureau Activities Project.

Respectfully submitted,

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

BF:dm
#05573

Enclosure

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

Master Agreement Number: PH-003797

Work Order Number:

COUNTY OF LOS ANGELES / DEPARTMENT OF PUBLIC HEALTH

MASTER AGREEMENT WORK ORDER

FOR

TEMPORARY PERSONNEL SERVICES

HEALTHCARE STAFFING PROFESSIONALS, INC.

This Master Agreement Work Order and Attachments made and entered into this _____ day of _____, 20__ by and between the County of Los Angeles, Department of Public Health, hereinafter referred to as "County" and Healthcare Staffing Professionals, Inc., hereinafter referred to as "Contractor". Contractor is located at 6914 Canby Avenue, Suite 109, Reseda, California 91335.

RECITALS

WHEREAS, on April 19, 2019 the County of Los Angeles and Healthcare Staffing Professionals, Inc., entered into Master Agreement Number PH-003797 to provide temporary personnel services for the Department of Public Health; and

WHEREAS, Contractor submitted a response to Work Order Solicitation No. TEMP-WOS-117 released by the County for Temporary Personnel services; and

WHEREAS, County has been allocated funds from the Department of Health Services (DHS) – Measure B Special Revenue Fund for Activity I, Office of Violence Prevention’s (OVP) Early Implementation Strategic Priorities, the DHS Measure B – Trauma Prevention Initiative (TPI) Expansion funds for Activity II, TPI, and the Willy Sanders Settlement Funds for Activity III, Early Needs Response to Infant’s and Children’s Health (ENRICH).

WHEREAS, Contractor is willing and able to provide the services described herein, in consideration of the payments under this Master Agreement Work Order (MAWO) and under the terms and conditions herein set forth; and

WHEREAS, all terms of the Master Agreement PH-003797 shall remain in full force and effect; and

NOW THEREFORE, in consideration of the mutual covenants contained herein, and for good and valuable consideration, the parties agree to the following:

1.0 APPLICABLE DOCUMENTS

Attachments A, B-I, B-II, B-III, C-I, C-II, C-III, D, E, and F are attached to and form a part of this Master Agreement Work Order (MAWO). In the event of any conflict or inconsistency in the definition or interpretation of any work, responsibility, schedule, or the contents or description of any task, deliverable, goods, service, or other work, or otherwise between the base Contract and the Attachments, or between Attachments, such conflict or inconsistency shall be resolved by giving precedence first to the Master Agreement, MAWO, and then to the Attachments according to the following priority.

Standard Attachments:

Attachment A – Statement of Work

Attachments B-I, B-II, B-III – Scopes of Work – Goals and Objectives

Attachments C-I, C-II, C-III – Line Item Budgets

Attachment D – Certification of No Conflict of Interest

Attachment E – Certification of Employee Status

Attachment F – Health Insurance Portability and Accountability Act of 1996 (“HIPAA”)

2.0 WORK

2.1 Pursuant to the provisions of this MAWO, the Contractor shall fully perform, complete and deliver on time, all tasks, deliverables, services and other work as set forth in Attachment A, Statement of Work, and Attachments B-I, B-II, B-III – Scopes of Work – Goals and Objectives. This MAWO shall constitute the complete and exclusive statement of understanding between the parties relating to the subject matter of this MAWO.

3.0 TERM OF MASTER AGREEMENT WORK ORDER

3.1 The term of this MAWO shall commence on date of execution through December 31, 2022, unless sooner terminated or extended, in whole or in part, as provided in this MAWO.

4.0 CONTRACT RATES - PERSONNEL

Contractor shall provide temporary personnel services at the specified rates in Attachments C-I, C-II, C-III, Line Item Budgets. Contractor shall not add or replace specified personnel without the prior written permission of the County Project Director, or his designee.

5.0 CONTRACTOR BUDGET AND EXPENDITURES REDUCTION FLEXIBILITY

In order for County to maintain flexibility with regards to budget and expenditure reductions, Contractor agrees that Director may cancel this MAWO, without cause, upon the giving of ten (10) calendar days written notice to Contractor. As an alternative to cancellation, Director may, at his or her sole discretion consistent with federal, State, and/or County budget reductions, renegotiate the scope/description of work, maximum obligation, and budget of this MAWO via written Amendment. To implement such, an Amendment to the MAWO shall be prepared by Director and executed by Contractor and by the Director pursuant to Master Agreement, Paragraph 8.0, Standard Terms and Conditions.

6.0 FUNDING SOURCE

Provision of services under this MAWO for Health Promotion Bureau Activities Project is 100 percent offset by the Department of Health Services (DHS) – Measure B Special Revenue Fund for Activity I, Office of Violence Prevention’s (OVP) Early Implementation Strategic Priorities, the DHS Measure B – Trauma Prevention Initiative (TPI) Expansion funds for Activity II, TPI, and the Willy Sanders Settlement Funds for Activity III, Early Needs Response to Infant’s and Children’s Health (ENRICH).

7.0 MAXIMUM TOTAL AMOUNT AND PAYMENT

- 7.1 The Maximum Total Amount that County will pay Contractor for all Services to be provided under this MAWO for Health Promotion Bureau Activities Project shall not exceed the amount of one million, three hundred seventy-five thousand, four hundred two dollars (\$1,375,402) for the period of performance commencing date of execution through December 31, 2022 unless otherwise revised or amended under the terms of this MAWO.
- 7.2 County agrees to compensate Contractor in accordance with the payment structure set forth in Attachments C-I, C-II, C-III, Line Item Budgets, attached hereto and incorporated herein by reference.
- 7.3 Contractor shall satisfactorily perform and complete all required Services in accordance with Attachment A, Statement of Work, notwithstanding the fact that total payment from County shall not exceed the Maximum Total Amount. Performance of services as used in this Paragraph includes time spent performing any of the service activities designated in the Attachment(s) including, but not limited to, any time spent on the preparation for such activities.
- 7.4 All invoices submitted by Contractor for payment must be submitted for approval to the County Project Manager, or her designee; no later than thirty (30) calendar days after month end.

- 7.5 Upon expiration or prior termination of this MAWO, Contractor shall submit to County Project Manager, within thirty (30) calendar days, any outstanding and/or final invoice(s) for processing and payment. Contractor's failure to submit any outstanding and/or final invoices to the County Project Manager within the specified period described above shall constitute Contractor's waiver to receive payment for any outstanding and/or final invoices.
- 7.6 Contractor may request Director to modify the project budget. These requests will be reviewed and considered for approval if the Director determines that the requests are programmatically sound and fiscally appropriate. Additional budget modification instructions may be provided by County. The budget may only be modified after Contractor obtains the prior written approval of the Director. No modification shall increase the maximum total amount that County pays to Contractor as provided in Paragraph 7.1. Contractor may submit budget modification requests that seek to move funds within and between any budget categories. All budget modifications shall be incorporated into this MAWO by a written Change Notice executed by Contractor and the Director or designee.

8.0 CONFLICT OF INTEREST

Contractor shall comply with all conflict of interest laws, ordinances, and regulations now in effect or hereafter to be enacted during the term of this MAWO, further described in Master Agreement, Paragraph 8.9 Conflict of Interest.

9.0 MANDATORY COMPLETION DATE

Contractor shall provide all deliverables no later than the Completion Date identified in the Scopes of Work - Goals and Objectives, Attachments B-I, B-II, B-III. The Contractor shall ensure all Services have been performed by such date.

10.0 SERVICES

In accordance with Master Agreement Subparagraph 3.3, Contractor may not be paid for any task, deliverable, service, or other work that is not specified in this MAWO, and/or that utilizes personnel not specified in this MAWO, and/or that exceeds the Total Maximum Amount of this MAWO, and/or that goes beyond the expiration date of this MAWO.

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ALL TERMS OF THE MASTER AGREEMENT SHALL REMAIN IN FULL FORCE AND EFFECT. THE TERMS OF THE MASTER AGREEMENT SHALL GOVERN AND TAKE PRECEDENCE OVER ANY CONFLICTING TERMS AND/OR CONDITIONS IN THIS MAWO. NEITHER THE RATES NOR ANY OTHER SPECIFICATIONS IN THIS MAWO ARE VALID OR BINDING IF THEY DO NOT COMPLY WITH THE TERMS AND CONDITIONS OF THE MASTER AGREEMENT, REGARDLESS OF ANY ORAL PROMISE MADE TO CONTRACTOR BY ANY COUNTY PERSONNEL WHATSOEVER.

COUNTY OF LOS ANGELES

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

HEALTHCARE STAFFING
PROFESSIONALS, INC.
CONTRACTOR

Signature: _____

Print Name: _____

Title: _____

APPROVED AS TO FORM:
BY THE OFFICE OF THE COUNTY
COUNSEL
RODRIGO CASTRO-SILVA, COUNTY COUNSEL

APPROVED AS TO CONTRACT
ADMINISTRATION:

Department of Public Health

By _____
Contracts and Grant Division Management

**LOS ANGELES COUNTY – DEPARTMENT OF PUBLIC HEALTH
STATEMENT OF WORK
HEALTH PROMOTION BUREAU ACTIVITIES PROJECT**

1.0 DESCRIPTION OF SERVICES

- 1.1 Contractor and Contractor's personnel, providing services under this Master Agreement Work Order (MAWO), acknowledge they are to be used on a temporary or time-limited basis. Contractor's assigned personnel are subject to the benefits, discipline, termination, salaries, and all other personnel provisions, as applicable, of the Contracting agency. Additionally, the Department of Public Health (Public Health) may terminate the use of any of Contractor's assigned temporary personnel immediately, when it is determined by the Director of Public Health, or designee, that it would be in the best interest of Public Health and/or the County of Los Angeles (County) to do so.
- 1.2 The purpose of this project is to hire seven (7) full-time equivalent (FTE) and one (1) part time equivalent (PTE) temporary qualified positions for the Health Promotion Bureau Activities Project. Qualified positions are needed to provide administrative support for accounting, budget, contract management, as well as direct programmatic roles for the following activities: 1) Activity I: Office of Violence Prevention (OVP) Early Implementation Strategic Priorities; 2) Activity II: Trauma Prevention Initiative (TPI); and 3) Activity III: Early Needs Response to Infant's and Children's Health (ENRICH).

2.0 PROJECT TERM

- 2.1 The term of the Health Promotion Bureau Activities Project shall be effective upon date of execution of the MAWO through December 31, 2022, unless sooner terminated or extended, in whole or in part, as provided in the MAWO.

3.0 COMPENSATION

- 3.1 The County of Los Angeles (County) agrees to compensate Contractor on a cost reimbursement basis as described in the Master Agreement, Paragraph 5.4.6, COST REIMBURSEMENT.
- 3.2 Contractor shall provide the personnel in the specified job classifications at the specified rates submitted in response to the WOS, Attachments C-I, C-II, and C-III Line Item Budget. Contractor shall not add or replace County specified personnel without the prior written permission of the County Project Director or designee.

**LOS ANGELES COUNTY – DEPARTMENT OF PUBLIC HEALTH
STATEMENT OF WORK
HEALTH PROMOTION BUREAU ACTIVITIES PROJECT**

4.0 QUALITY ASSURANCE PLAN

- 4.1 The County will evaluate the Contractor's performance under this MAWO using the quality assurance procedures as defined in the Master Agreement, Paragraph 8.17, COUNTY'S QUALITY ASSURANCE PLAN.
- 4.2 The County will evaluate Contractor's personnel performance under the resultant MAWO using the measures defined in Attachments B-I, B-II, AND B-III Statements of Work – Goals and Objectives.

5.0 RESPONSIBILITIES

5.1 COUNTY

The County will administer the Contract according to Master Agreement, Paragraph 6.0, ADMINISTRATION OF MASTER AGREEMENT-COUNTY.

5.2 CONTRACTOR

- 5.2.1 The Contractor will administer the Contract according to Master Agreement, Paragraph 7.0, ADMINISTRATION OF MASTER AGREEMENT – CONTRACTOR.
- 5.2.2 Pursuant to Master Agreement, Paragraph 7.5, BACKGROUND AND SECURITY INVESTIGATIONS, Contractor shall ensure that staff performing services under this MAWO undergo and pass a background and security investigation to the satisfaction of the County prior to hire and as a condition of continuing to perform services under this work order.

6.0 SPECIFIC DESCRIPTION OF SERVICES - TEMPORARY PERSONNEL

In order for Public Health's Office of Violence Prevention (OVP) and Children's Medical Services (CMS) to meet project goals and objectives, Contractor's assigned temporary personnel must meet all the minimum qualifications as a condition of beginning and continuing work throughout the Project term.

In addition to the terms and conditions specified in Master Agreement, Paragraph 7.3, APPROVAL OF CONTRACTOR'S STAFF, Contractor must provide County with appropriate documentation (e.g., copies of all required certificates, insurance, background/medical clearances, etc.) for the assigned temporary personnel which clearly demonstrates that the minimum requirements specified in the MAWO have been satisfied prior to beginning

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and continuing services under the resultant MAWO. Such documentation shall include, if applicable, any of the specified desirable qualifications.

6.1 Communications Strategist (1.0 FTE)

The Communications Strategist will report to the OVP Director and will be responsible for the development, implementation and evaluation of a comprehensive countywide violence prevention communications plan. This will include developing strategies for creating a common countywide narrative and framework around violence prevention and healing across multiple forms of violence.

6.1.1 The duties of the Communications Strategist include, but are not limited to:

- a. Work with the OVP Director to develop strategies for creating a common countywide narrative and framework around violence prevention and healing across multiple forms of violence;
- b. Develop innovative, culturally relevant creative content for core messaging through a variety of venues;
- c. Evaluate internal and external communications by combining traditional research and analytical tools with social media listening;
- d. Make recommendations for future media campaigns that educate and increase awareness about violence prevention and trauma.

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6.1.2

Minimum Qualifications

- A Bachelor's degree from an accredited college or university in a discipline related to the core business function of the department (e.g., health, public health, public policy, communications management, public relations, communications studies, advertising/marketing, and/or social work/social welfare) - **AND** - five (5) years of experience working with public health, mental health or social service programs to plan, develop, implement, and evaluate communication strategies, including crisis communication and/or health education campaigns. A Master's Degree may be substituted for two (2) years of the required experience;
- Excellent oral, written, listening and editorial communication skills;
- Computer literate and skilled in the use of Microsoft (MS) Windows-based programs, including MS Office Suite and Adobe software;
- Ability to conduct effective public presentations to both professional groups and to a wide range of community members; and
- A valid California driver's license, proof of vehicle insurance, and reliable transportation or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

6.1.2 Desirable Qualifications

- A Master's Degree from an accredited college or university in a discipline related to the core business function of the position;
- Able to act with judgment, confidence, emotional intelligence and personal initiative;
- Team player with strong interpersonal skills and a commitment to internal and external relationship building;
- Experience working with a variety of people from culturally diverse backgrounds to realize common goals;
- Content expertise in individual and community-level violence;
- Experience using social media to communicate and promote awareness with diverse populations;
- Experience working with a wide range of public health programs, government agencies and nonprofit organizations;

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- Experience with project management; strong organizational skills; ability to take initiative and follow-through;
- Ability to prioritize, organize, and coordinate work deliverables within a team environment to meet short timelines; and
- Willing to work occasional evenings and weekends and travel throughout the County.

6.2. Research and Evaluation Coordinator (1.0 FTE)

The Research and Evaluation Coordinator will report to the OVP Supervising Epidemiologist and will serve two main functions: 1) support the OVP established violence prevention coalitions; and 2) guide OVP's suicide/mental health prevention efforts, which includes supporting evaluation efforts of the TPI - a place-based approach to violence prevention implemented in four South Los Angeles communities.

6.2.1 The duties of the Research and Evaluation Coordinator include, but are not limited to:

- a. Provide support to the OVP Supervising Epidemiologist;
- b. Support the OVP established violence prevention coalition;
- c. Provide data about patterns of violence at the local level;
- d. Provide training and technical assistance for regional coalition evaluation efforts;
- e. Work directly with involved community groups;
- f. Guide OVP's suicidal/mental health prevention efforts;
- g. Participate in local task forces, collecting and analyzing data;
- h. Prepare research briefs and community handouts/materials related to suicide and mental health; and
- i. Participate in local task forces, collecting and analyzing data.

6.2.2 Minimum Qualifications

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- A Bachelor's degree or higher from an accredited college or university in the fields of public health, behavioral science or social science - **AND** - any combination of relevant education and/or relevant research experience totaling at least five (5) years;
- Computer literate and skilled in the use of MS Windows-based programs, including MS Office Suite and statistical software (e.g., SAS, STATA or GIS applications); and
- A valid California driver's license, proof of vehicle insurance, and reliable transportation or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

6.2.3 Desirable Qualifications

- Excellent oral, written and editorial communication skills;
- Ability to collect and manage the numerous datasets identified from OVP's wide range of partners to develop a data warehouse that can be used for required reporting and monitoring activities;
- Ability to engage in complex data analysis activities to support and monitor violence prevention efforts in Los Angeles County;
- Ability to prepare reports and recommendations based on research findings and communicate them orally, in writing, or through graphic representations and statistical summaries;
- Excellent problem-solving skills, including conflict resolution and team management;
- Experience managing multiple project demands and deadlines;
- Experience developing and implementing process and outcome evaluations for community programs;
- Experience working with community groups/community stakeholders, including experience in interpreting/explaining data for community; and
- Willing to work occasional evenings and weekends and travel throughout the County.

6.3. Trauma Informed Care Specialist (1.0 FTE)

The Trauma Informed Care Specialist (TICS) will report to the OVP Director and will develop, implement and oversee a long-term plan for cultivating sustainable system change for addressing trauma and promoting healing and wellbeing based on best and promising practices. The TICS will serve as a trauma-informed expert, helping to assess, align and strengthen current trauma informed care efforts among county and

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community partners, and informing the adoption of trauma-informed care policies and practices.

6.3.1 The duties of the TICS include, but are not limited to:

- a. Working with the OVP Director to develop, implement and oversee a long-term plan for cultivating sustainable systemic change to address trauma;
- b. Promoting healing and wellbeing based on best and promising practices;
- c. Serve as a Trauma-Informed Expert, helping to assess, align and strengthen current trauma informed care efforts among county and community partners;
- d. Prepare regular reports to update and inform the OVP County Leadership Committee, Community Partnership Council, and other key stakeholders regarding the implementation of trauma informed efforts; and
- e. Develop relevant materials, training presentations, and information briefs and papers on trauma informed care and the intersections of trauma, abuse, physical and mental health.

6.3.2 Minimum Qualifications

- A Bachelor's degree or higher from an accredited college or university in the field of public health, psychology, the behavioral sciences or social sciences;
- A minimum of five (5) years of experience working in the areas of trauma informed care practices, systems, and vicarious trauma. A Master's Degree may be substituted for two (2) years of the required experience;
- Content expertise in the area of trauma-informed principles, practices and frameworks as they apply to training, assessment, service delivery, and programs that promote healing and wellbeing among culturally diverse individuals and communities;
- Computer literate and skilled in the use of MS Windows-based programs, including MS Office Suite; and
- A valid California driver's license, proof of vehicle insurance, and reliable transportation or the ability to utilize an alternative

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method of transportation when needed to carry out job-related essential functions.

6.3.3 Desirable Qualifications

- A Master's Degree from an accredited college or university in a discipline related to the core business function of the position;
- Training and experience in Community Resiliency Model and Trauma Resiliency Model;
- Experience collaborating with a wide variety of stakeholders, (residents, community- based organizations, faith-based organizations, health care providers, county department staff, etc.), and geographically/demographically diverse communities to develop effective trauma and healing informed practices that are tailored to the needs of the community and address vicarious trauma as well as trauma related to multiple forms of violence;
- Experience working with local, State, and national experts to coordinate trauma-informed strategies and share best practices;
- Excellent oral, written and listening communication skills;
- Willing to work occasional evenings and weekends and travel throughout LA County.

6.4 Community Capacity Building Specialist (1.0 FTE)

The Community Capacity Building Specialist (CCBS) will report to the OVP Director and will support the regional violence prevention coalitions and lead agencies in each SPA. The CCBS will be responsible for identifying, communicating, supporting, and building resources for best practices as it relates to establishing effective community led coalitions.

6.4.1 The duties of the CCBS include, but are not limited to:

- a. Work with the OVP Director to support the regional violence prevention coalitions and lead agencies in each SPA;
- b. Identify, communicate and support best practices as they relate to establishing effective community led coalitions;
- c. Provide training and technical assistance to key partners;
- d. Build resources for effective and collaborative coalitions focused on violence prevention, trauma and healing; and

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- e. Assist in the development of place-based action plans that incorporate local data as well the strengths and assets of each SPA.

6.4.2 Minimum Qualifications

- A Bachelor's degree or higher from an accredited college or university in the field of public health, the behavioral sciences, or social sciences **-AND-** relevant work experience totaling at least five years;
- A minimum of three (3) years of experience collaborating with a multidisciplinary group of stakeholders, (e.g., residents, community-based organizations, faith-based organizations, health care providers, county department staff, etc.), and diverse communities and populations to facilitate complex community and systems change initiatives;
- A minimum of three (3) years of experience working with the public to provide trainings and presentations for community partners and organizations;
- Computer literate and skilled in the use of MS Windows-based programs, including MS Office Suite;
- A valid California driver's license, proof of vehicle insurance, and reliable transportation or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

6.4.3 Desirable Qualifications

- Excellent oral, written and listening communication skills;
- Experience in developing and utilizing tools and materials to build consensus among community partners, support coordination and capacity building, and foster learning communities for regional coalitions;
- Excellent problem-solving skills, including conflict resolution and team management;
- Experience managing multiple project demands and deadlines;
- Ability to work in a professional manner, with courtesy and tact, and maintain confidentiality and security of documents and information;
- Ability to work collaboratively with a wide range of disciplines, community members and county departments;

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- Experience working with local, State, and national experts to coordinate violence prevention capacity building activities and share best practices; and
- Willing to work occasional evenings and weekends and travel throughout the County.

6.5 Administrative Analyst (1.0 FTE)

The Administrative Analyst (AA) will report to the OVP Director and will provide support to the regional violence prevention coalitions and lead agencies in each SPA. The AA will be responsible for various administrative support functions, (e.g., processing invoices; preparing monthly and quarterly reports; collecting data and preparing spreadsheets; summarizing progress to date, etc.), and will assist with special projects that require researching, gathering and organizing information from a variety of sources.

6.5.1 The duties of the AA include, but are not limited to:

- a. Assist in developing guidelines, standards and procedures for evaluating fiscal and administrative process for the OVP Regional Violence Prevention Coalitions;
- b. Assist in reviewing budgets and budget modifications; ensure that expenditures are tracked, and invoices are paid; and maintain communication with OVP and DPH Finance Unit;
- c. Process contract and subcontractor invoices, and solve day-to-day subcontractor issues/concerns;
- d. Assist in preparing monthly and quarterly reports to funding agency (programmatic and fiscal); collect contractor data and prepare data spreadsheets; and summarize progress to date;
- e. Support yearly auditing of contracts to ensure that contractors have required policies and procedures in place;
- f. Assist in special projects that requires researching, gathering, and organizing information from a variety of sources;
- g. Assist in creating complex charts, forms, statistical documents requiring skill in arranging tabular material, setting up forms and surveys and extreme accuracy in typing;

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- h. Process requests for purchases; review goods received and inspects merchandise; and follow up on status and delays;
- i. Assist in maintenance of records and logs by sorting, filing, photocopying, searching, verifying, and tracking information;
- j. Assist in preparation of other articles, reports and presentations for the director and staff; distribute meeting materials and agenda; and transcribe meeting minutes; and
- k. Other related duties as assigned.

6.5.2 Minimum Qualifications

- A Bachelor's degree in Business, Finance, or Public Administration from an accredited college or university and three (3) years of experience providing highly complex administrative support, including, but not limited to, researching, analyzing and synthesizing data, and making recommendations for administrative or operational problems;
- Computer literate and skilled in the use of Microsoft Windows-based programs, including Microsoft Office Suite; and
- A valid California driver's license, proof of vehicle insurance, and reliable transportation or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

6.5.3 Desirable Qualifications

- Ability to maintain important records and demonstrate interpersonal communication, planning, and organization skills;
- Ability to work collaboratively with multidisciplinary professionals and partners, both internally and externally;
- Ability to manage multiple project demands and deadlines;
- Ability to work in a professional manner; and
- Ability to maintain confidentiality and security of documents and information.

6.6. Graphic Designer - Web & Multimedia (1.0 PTE)

The Graphic Designer - Web & Multimedia will be responsible for the creation of OVP/TPI graphics, designs for program materials including

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reports, infographics, promotional materials such as banners and postcards, and digital products, including, but not limited, to banners and buttons. The Graphic Designer – Web & Multimedia will also be responsible for web design, website maintenance, and hypertext markup language (HTML) on SharePoint 2007 and WordPress.

6.6.1 The duties of the Graphic Designer – Web & Multimedia include, but are not limited to:

- a. Provide creative support in integrating brand and style guidelines to complement the Trauma Prevention Initiative branding with the department's branding guidelines.
- b. Manage and produce assigned projects from creative phase to development, including coordination with print vendors through production.
- c. Create visual content for website and social media outreach, such as web banners and web buttons;
- d. Produce graphic elements, including layout and design templates for e-newsletters, brochures, research briefs and reports, promotional incentive items, presentations and multimedia projects, including videos;
- e. Provide support as the acting webmaster for the program's website by making regular content updates, adding graphic elements to the web pages, and working with program staff to update the web pages on a regular basis; and
- f. Other related duties as assigned.

6.6.2 Minimum Qualifications

- A minimum of five (5) years experience in graphics, web design and creating print copy/ digital materials utilizing professional programs such as Adobe Illustrator and InDesign. Experience should be in graphic design, visual design, composition, design templates, color theory, illustration, vector graphics, advertising design, typography and preparing print-ready files; and
- A valid California driver's license, proof of vehicle insurance, and reliable transportation or the ability to utilize an alternative

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method of transportation when needed to carry out job-related essential functions.

6.6.3 Desirable Qualifications

- Ability to create high-quality original designs for print, web, and digital media;
- Experience in other Adobe software such as Adobe Photoshop, Adobe and Adobe After Effects;
- Experience working in a public health, government agency or nonprofit organization;
- Strong technical knowledge of how web-based technologies apply to web design such as HTML, Cascading Style Sheets and WordPress;
- Team player with strong interpersonal skills and a commitment to relationship-building, both internally and externally;
- Ability to prioritize, organize, and coordinate work deliverables within a team environment to meet short timelines;
- Excellent organization, presentation, oral and written communication skills.

6.7 Research Analyst (1.0 FTE)

The Research Analyst will report to the Violence Prevention Programs Manager and will support evaluation efforts of the Parks After Dark program, the County Our SPOT program, and TPI - a place-based approach to violence prevention implemented in four South Los Angeles communities, including collecting and analyzing data, and preparing research briefs and community handouts/materials.

6.7.1 The duties of the Research Analyst include, but are not limited to:

- a. Support TPI evaluation efforts for key strategies, including hospital-based violence intervention, street outreach and community violence intervention, capacity-building training and technical assistance, and community engagement;
- b. Provide data about patterns of violence at the local level;
- c. Provide training and technical assistance for community stakeholders;
- d. Work directly with involved community groups;

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- e. Participate in local TPI stakeholder groups, collecting and analyzing data; and
- f. Prepare research briefs and community handouts/materials.

6.7.2 Minimum Qualifications

- A Bachelor's degree or higher from an accredited college or university in the fields of public health, behavioral science or social science - **AND** - any combination of relevant education and/or relevant research experience totaling at least five (5) years;
- Computer literate and skilled in the use of MS Windows-based programs, including MS Office Suite and statistical software (e.g., SAS, STATA or GIS applications); and
- A valid California driver's license, proof of vehicle insurance, and reliable transportation or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

6.7.3 Desirable Qualifications

- Excellent oral, written and editorial communication skills;
- Ability to collect and manage the numerous datasets identified from OVP's wide range of partners to develop a data warehouse that can be used for required reporting and monitoring activities;
- Ability to engage in complex data analysis activities to support and monitor violence prevention efforts in Los Angeles County;
- Ability to prepare reports and recommendations based on research findings and communicate them orally, in writing, or through graphic representations and statistical summaries;
- Excellent problem-solving skills, including conflict resolution and team management;
- Experience managing multiple project demands and deadlines;
- Experience developing and implementing process and outcome evaluations for community programs;
- Experience working with community groups/community stakeholders, including experience in interpreting/explaining data for community; and
- Willing to work occasional evenings and weekends and travel throughout the County.

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6.8 Project Coordinator (1.0 FTE)

The Project Coordinator will report to the CMS Assistant Director and will plan, implement, organize, coordinate and monitor activities for the ENRICH program, funded by the Wiley Sanders Settlement. The Project Coordinator will lead project-related procurement and administrative activities, while setting the pace, environment, culture, goals and objectives for ENRICH achievements, consistent with the spirit of community responsiveness and greater healthcare, mental health and social service access for children and their families in the area affected by the Exide toxic contamination. The Project Coordinator will lead a partnership and work with the Child Health and Disability Prevention (CHDP) program, selected area providers, and the local family resource center to achieve program goals and objectives.

6.8.1 The duties of the Project Coordinator include, but are not limited to:

- a. Finalize two-year ENRICH project work plan and evaluation methodology.
- b. Secure all fiscal and work partnerships, relationships and collaborations, necessary arrangements, and organizational requirements.
- c. Organize and manage Family Partner skills building and knowledge development trainings.
- d. Partner with CHDP program to implement “Roots to Rise” provider survey, and develop trainings, training materials and resources.
- e. In collaboration with project evaluator, measure data for evaluation baseline.
- f. In concert with the Family Resource Center, further develop and plan for dissemination of resources and materials that will help families navigate through health, social, and educational systems to address the specific needs of children with developmental delays.
- g. Consult with First Connection grantees, technical consultants and the Department of Mental Health (DMH) in the development

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of referral pathways to help families access needed services.

- h. Consult with First Connection grantees, technical consultants, and the DMH for Family Partner mental health training to define mental health conditions that need various levels of response, and designate resources for immediate access of project families in need of services.
- i. Create Memorandums of Understanding (MOUs) with referral agencies and mental health resources to ensure child, parent and family access to designated services when referred by Family Partners and providers.
- j. Conduct trainings for CHDP-approved providers and practices in the Preliminary Investigation Area (PIA) (e.g., Exide-affected area).
- k. In collaboration with project evaluator, measure data for project evaluation.
- l. Partner with Community Family Partner to educate providers and practices in the PIA of “next steps” that are available to families with children who are developmentally delayed.
- m. Manage Practice Family Partner schedules at selected providers in the PIA, provider involvement at those practices, and implementation of patient engagement strategies.
- n. In collaboration with the Family Resource Center and Regional Center staff, provide special education guidance and training to families, advocate on their behalf to educational institutions, and accompany/represent them as necessary and appropriate in the Individualized Education Program (IEP), and other specialized educational need processes.
- o. Disseminate paper and electronic Ages and Stages Questionnaires (ASQ) and related developmental delay screening materials to providers and practices in the PIA.
- p. In collaboration with project evaluator, analyze project evaluation data and generate final recommendations and findings.

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6.8.2 Minimum Qualifications

- A Bachelor's degree or higher from an accredited college or university in the field(s) of public health, mental health, behavioral sciences, or social sciences **-AND -** relevant work experience totaling at least five (5) years. The relevant work experience must include:
 - A minimum of three (3) years experience collaborating with a multidisciplinary group of stakeholders, (e.g., residents, community- based organizations, faith-based organizations, healthcare providers, County department staff, etc.), and diverse communities and populations to facilitate complex community and systems change remedies;
 - A minimum of three years experience working with the public, including multiple community providers, partners and stakeholder constituencies. Experience should include leading meetings and events, providing trainings and presentations, and/or participating in consensus-building;
 - A minimum of a year designing and implementing evaluation methodologies and measuring, compiling and analyzing service data in accordance with those methods;
 - A minimum of a year working in the domain(s) of medical, health and/or mental healthcare administration and/or services;
- Computer literate and skilled in the use of MS Windows-based programs, including MS Office Suite and video platform technologies;
- A valid California driver's license, proof of vehicle insurance, and reliable transportation or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

6.8.3 Desirable Qualifications

- Excellent oral, written and listening communication skills;
- Bilingual and bi-cultural, Spanish/English;
- Experience developing and fostering organizational culture and systems change alternatives;
- Familiarity with special education services, health and mental health care for special needs and/or other medically vulnerable children and adolescents, and their families;

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- Experience working with medical and mental health professionals (especially in pediatrics and family care) and knowledge their practices and patients;
- Personal and/or professional knowledge and experience with the issues confronted by families with special needs or developmentally delayed children;
- Experience in reflective supervision of community-level staff—emphasizing personal and professional growth, active listening and partnership, thoughtful decision-making, and strength and skills-building;
- Familiarity with and fluency in issues involving healthcare access and equity for low-income, culturally diverse families;
- Excellent problem-solving skills, including conflict resolution and team management;
- Experience managing multiple concurrent project demands and deadlines;
- Ability to work in a professional manner, with courtesy and tact, while concurrently maintaining confidentiality and security of documents and information; and
- Willing to work occasional evenings and weekends.

7.0 HOURS/DAYS OF WORK

7.1 Work shift for all temporary personnel

7.1.1 All full-time positions will be required to work 40 hours per week, unless a flexible work schedule (e.g.: 9/80) or an alternative work schedule is approved by the County Program Director or Supervisor. All part time positions will be required to work 24 hours per week, unless an alternative work schedule is approved by the County Program Director or Supervisor. The normal working schedule will be daytime, (within 7 a.m. and 7 p.m.), Monday through Friday. For select employees, there may be occasional evening and/or weekend hours. Staff scheduling will be adjusted to accommodate telecommuting, working off site, and flexible work schedules in order to meet program goals and objectives.

7.1.2 All schedules require the prior written authorization of the Program Director, or his/her designee.

8.0 WORK LOCATION

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Activity I (OVP Strategic Plan Priorities) and Activity II (IVP):

Services described herein shall be provided at 1000 South Fremont Avenue, Alhambra, California 91803; or, in a Department designated office and/or according to a written authorization to telecommute or remote working arrangement as needed.

Activity III: ENRICH:

Services described herein shall be provided at 9320 Telstar Avenue, Suite 200, El Monte, California 91731 or Department designated office and/or according to a written authorization to telecommute or remote working arrangement as needed.

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SCOPE OF WORK – GOALS AND OBJECTIVES

ACTIVITY I: OVP EARLY IMPLEMENTATION STRATEGIC PRIORITIES

CONTRACTOR NAME: _____

MASTER AGREEMENT NUMBER: _____ WORK ORDER NUMBER: _____

(County Use Only)

WORK ORDER SOLICITATION NUMBER: TEMP-WOS-117

PROJECT: HEALTH PROMOTION BUREAU ACTIVITIES PROJECT

TERM: Date of MAWO Execution – June 30, 2022

CONTRACTOR'S RESPONSIBILITY: Identify, recruit, and hire temporary personnel and perform ongoing human resource functions.			
Objectives	Activities	Timeline (Activity Completed By)	Documentation/ Evaluation
<p>1.0 Contractor will identify, recruit and hire the following temporary staff positions:</p> <ul style="list-style-type: none"> One Communications Strategist (1.0 FTE) One Research and Evaluation Coordinator (1.0 FTE) One Trauma Informed Care Specialist (1.0 FTE) One Community Capacity Building Specialist (1.0 FTE) One Administrative Analyst (1.0 FTE) 	<p>a. Submit a hiring plan to the OVP staff for approval.</p> <p>b. Prepare job descriptions with OVP input and guidance, and recruit qualified candidates via websites, postings, email, or by direct referral from the OVP. [OVP to participate in interviews, referrals and provide final approval of candidates.] Los Angeles County Department of Public Health (DPH) to complete background checks.</p> <p>c. Hire staff and prepare personnel files.</p> <p>d. Staff report to contractor and OVP for new hire procedures and initial work orientation. Contractor ensures that new hire procedures are in accordance with County requirements and ensures that staff attends mandated County trainings.</p>	<p>Within five days of notification of award notice</p> <p>Within one month of Master Agreement Work Order (MAWO) execution</p> <p>Upon hire through June 30, 2022</p> <p>Upon hire through June 30, 2022</p>	<p>a. Letter(s) of OVP approval and related material will be kept on file.</p> <p>b. Completed materials will be kept on file and results documented in monthly reports to OVP.</p> <p>c. Personnel files and timecard reports will be kept on file.</p> <p>d. Employee time records, new hire records and staff training records to be maintained on file with employer for review by DOVP during audit and technical reviews.</p>

COUNTY OF LOS ANGELES, DEPARTMENT OF PUBLIC HEALTH SCOPE OF WORK – GOALS AND OBJECTIVES

ACTIVITY I: OVP EARLY IMPLEMENTATION STRATEGIC PRIORITIES

CONTRACTOR NAME: _____

MASTER AGREEMENT NUMBER: _____ WORK ORDER NUMBER: _____
(County Use Only)

WORK ORDER SOLICITATION NUMBER: TEMP-WOS-117

PROJECT: HEALTH PROMOTION BUREAU ACTIVITIES PROJECT

TERM: Date of MAWO Execution – June 30, 2022

CONTRACTOR'S RESPONSIBILITY: Identify, recruit, and hire temporary personnel and perform ongoing human resource functions.			
Objectives	Activities	Timeline (Activity Completed By)	Documentation/ Evaluation
1.1 Contractor will manage administrative functions and personnel procedures for staff associated with this work order.	a. Contractor will provide employment procedures and policies to OVP for review to include an overview of timekeeping and other key elements.	Within five (5) days of notification of award notice	a. Letter(s) of OVP approval and related material will be kept on file.
	b. Contractor will provide training regarding supervisory procedures, timekeeping, evaluation, disciplinary action, and other key components of supervising staff.	Upon hire through June 30, 2022	b. Contractor will maintain training records.
	c. Contractor will maintain and update employee files with all employment records and evaluations.	Upon hire through June 30, 2022	c. Contractor will maintain all employee files.
	d. Contractor will ensure annual evaluations for all staff are conducted by appropriate supervisor.	12 months after date of hire for the period of hire through June 30, 2022	d. Contractor will maintain all annual evaluations in employee files.
	e. Contractor will pay staff a minimum of twice a month and will provide a package of employee benefits including at a minimum, health and dental insurance coverage.	Ongoing through June 30, 2022	e. A report of payments will be submitted with detailed invoice on a monthly basis 30 days in arrears.

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SCOPE OF WORK – GOALS AND OBJECTIVES

ACTIVITY I: OVP EARLY IMPLEMENTATION STRATEGIC PRIORITIES

CONTRACTOR NAME: _____

MASTER AGREEMENT NUMBER: _____ WORK ORDER NUMBER: _____

(County Use Only)

WORK ORDER SOLICITATION NUMBER: TEMP-WOS-117

PROJECT: HEALTH PROMOTION BUREAU ACTIVITIES PROJECT

TERM: Date of MAWO Execution – June 30, 2022

CONTRACTOR'S RESPONSIBILITY: Identify, recruit, and hire temporary personnel and perform ongoing human resource functions.			
Objectives	Activities	Timeline (Activity Completed By)	Documentation/ Evaluation
	f. Contractor will ensure out-of-town travel is pre-approved by both staff's supervisor and temporary personnel agency prior to submitting to DPH for reimbursement.	Not applicable	f. Not applicable.
	g. Contractor will ensure mileage and parking reimbursement claim forms are reviewed and approved by applicable supervisor.	Ongoing through June 30, 2022	g. Contractor will submit mileage and parking reimbursement claim forms to DPH on a monthly basis.
	h. Contractor will provide vacation/holiday/sick time balances for each employee and ensure it is used each term.	Monthly	h. Contractor will submit vacation/holiday/sick time balances to DPH on a monthly basis.
	i. Contractor will invoice DPH 30 days in arrears for costs incurred related to the Work Order.	Monthly	i. Contractor invoices will be kept on file. Contractor will send hard copy and electronic PDF copy.
	j. Contractor will comply with the annual requirements of the DPH administrative review.	Annually	j. Contractor responses will be maintained in e-records in PDF format by DPH.
	k. Contractor will submit a final invoice no later than 30 days after the end of the budget period.	30 days after end of the budget period	k. DPH Financial Services Division (FSD) and OVP will maintain record of invoicing.

COUNTY OF LOS ANGELES, DEPARTMENT OF PUBLIC HEALTH
SCOPE OF WORK – GOALS AND OBJECTIVES

ACTIVITY I: OVP EARLY IMPLEMENTATION STRATEGIC PRIORITIES

CONTRACTOR NAME: _____

MASTER AGREEMENT NUMBER: _____ WORK ORDER NUMBER: _____
(County Use Only)

WORK ORDER SOLICITATION NUMBER: TEMP-WOS-117

PROJECT: HEALTH PROMOTION BUREAU ACTIVITIES PROJECT

TERM: Date of MAWO Execution – June 30, 2022

CONTRACTOR'S RESPONSIBILITY: Identify, recruit, and hire temporary personnel and perform ongoing human resource functions.			
Objectives	Activities	Timeline (Activity Completed By)	Documentation/ Evaluation
1.2 Staff will be HIPAA certified in compliance with County DPH policy prior to employment.	a. Contractor will recruit HIPAA certified staff. Staff will provide HIPAA certification with application. Contractor will assist candidates by making available HIPAA training modules.	Upon MAWO execution	a. Certificates indicating completion of trainings will be kept on file.
	b. DPH HIPAA compliance trainings will be completed.	Upon hiring and ongoing through June 30, 2022	b. Certificates indicating completion of trainings will be kept on file
1.3 Contractor will ensure that staff perform all responsibilities of the contracted work as assigned.	a. Monitor progress of temporary personnel to ensure performance is at the required standards to fulfill the responsibilities of the contracted work.	Upon hiring and ongoing through June 30,	a. Completed performance evaluation materials will be kept on file and results documented in monthly report to DCIP.
1.4 Assist with monitoring and compliance funder reporting requirements.	a. Assist DPH staff in collecting data needed, including quarterly fiscal and administrative data, expenditures, hiring, number of FTEs, hours worked, and recruitment progress.	Ongoing	a. Completed materials will be kept on file and results documented in reports to OVP.

COUNTY OF LOS ANGELES, DEPARTMENT OF PUBLIC HEALTH

SCOPE OF WORK – GOALS AND OBJECTIVES

ACTIVITY I: OVP EARLY IMPLEMENTATION STRATEGIC PRIORITIES

CONTRACTOR NAME: _____

MASTER AGREEMENT NUMBER: _____ WORK ORDER NUMBER: _____

(County Use Only)

WORK ORDER SOLICITATION NUMBER: TEMP-WOS-117

PROJECT: HEALTH PROMOTION BUREAU ACTIVITIES PROJECT

TERM: Date of MAWO Execution – June 30, 2022

CONTRACTOR'S RESPONSIBILITY: Identify, recruit, and hire temporary personnel and perform ongoing human resource functions.			
Objectives	Activities	Timeline (Activity Completed By)	Documentation/ Evaluation
2.0 Communications Strategist (1.0 FTE) The Communications Strategist will report to the OVP Director and will be responsible for the development, implementation and evaluation of a comprehensive countywide violence prevention communications plan. This will include developing strategies for creating a common countywide narrative and framework around violence prevention and healing across multiple forms of violence.	a. Work with the OVP Director to develop strategies for creating a common countywide narrative and framework around violence prevention and healing across multiple forms of violence. b. Develop innovative, culturally relevant creative content for core messaging through a variety of venues. c. Evaluate internal and external communications by combining traditional research and analytical tools with social media listening. d. Make recommendations for future media campaigns that educate and increase awareness about violence prevention and trauma.	Upon hiring and ongoing through June 30, 2022 Upon hiring and ongoing through June 30, 2022 Upon hiring and ongoing through June 30, 2022 Upon hiring and ongoing through June 30, 2022	a. Documented on monthly statement of activities and interim progress reports. b. Documented on monthly statement of activities and interim progress reports. c. Documented on monthly statement of activities and interim progress reports. d. Documented on monthly statement of activities and interim progress reports.

COUNTY OF LOS ANGELES, DEPARTMENT OF PUBLIC HEALTH

SCOPE OF WORK – GOALS AND OBJECTIVES

ACTIVITY I: OVP EARLY IMPLEMENTATION STRATEGIC PRIORITIES

CONTRACTOR NAME: _____

MASTER AGREEMENT NUMBER: _____ WORK ORDER NUMBER: _____

(County Use Only)

WORK ORDER SOLICITATION NUMBER: TEMP-WOS-117

PROJECT: HEALTH PROMOTION BUREAU ACTIVITIES PROJECT

TERM: Date of MAWO Execution – June 30, 2022

Temporary Positions			
Objectives	Activities	Timeline (Activity Completed By)	Documentation/ Evaluation
3.0 Research and Evaluation Coordinator (1.0 FTE) The Research and Evaluation Coordinator will report to the OVP Supervising Epidemiologist and will serve two main functions: 1) support the OVP established violence prevention coalitions; and 2) guide OVP's suicide/mental health prevention efforts, which, includes supporting evaluation efforts of the TPI - a place-based approach to violence prevention implemented in four South Los Angeles communities.	a. Provide support to the OVP Supervising Epidemiologist. b. Support the OVP established violence prevention coalitions. c. Provide data about patterns of violence at the local level. d. Provide training and technical assistance for regional coalition evaluation efforts. e. Work directly with involved community groups. f. Guide OVP's suicidal/mental health prevention efforts. g. Participate in local task forces, collecting and analyzing data. h. Prepare research briefs and community handouts/materials related to suicide and mental health.	Upon hire through June 30, 2022 Upon hire through June 30, 2022 Upon hire through June 30, 2022 Upon hire through June 30, 2022 Upon hire through June 30, 2022 Upon hire through June 30, 2022 Upon hire through June 30, 2022 Upon hire through June 30, 2022	a. Documented on monthly statement of activities and interim progress reports. b. Documented on monthly statement of activities and interim progress reports. c. Documented on monthly statement of activities and interim progress reports. d. Documented on monthly statement of activities and interim progress reports. e. Documented on monthly statement of activities and interim progress reports. f. Documented on monthly statement of activities and interim progress reports. g. Documented on monthly statement of activities and interim progress reports. h. Documented on monthly statement of activities and interim progress reports.

COUNTY OF LOS ANGELES, DEPARTMENT OF PUBLIC HEALTH
SCOPE OF WORK – GOALS AND OBJECTIVES

ACTIVITY I: OVP EARLY IMPLEMENTATION STRATEGIC PRIORITIES

CONTRACTOR NAME: _____

MASTER AGREEMENT NUMBER: _____ WORK ORDER NUMBER: _____
(County Use Only)

WORK ORDER SOLICITATION NUMBER: TEMP-WOS-117

PROJECT: HEALTH PROMOTION BUREAU ACTIVITIES PROJECT

TERM: Date of MAWO Execution – June 30, 2022

	i. Participate in local task forces, collecting and analyzing data.	Upon hire through June 30, 2022	i. Documented on monthly statement of activities and interim progress reports.
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COUNTY OF LOS ANGELES, DEPARTMENT OF PUBLIC HEALTH

SCOPE OF WORK – GOALS AND OBJECTIVES

ACTIVITY I: OVP EARLY IMPLEMENTATION STRATEGIC PRIORITIES

CONTRACTOR NAME: _____

MASTER AGREEMENT NUMBER: _____ WORK ORDER NUMBER: _____

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WORK ORDER SOLICITATION NUMBER: TEMP-WOS-117

PROJECT: HEALTH PROMOTION BUREAU ACTIVITIES PROJECT

TERM: Date of MAWO Execution – June 30, 2022

<p>4.0 Trauma Informed Care Specialist (1.0 FTE)</p> <p>The Trauma Informed Care Specialist (TICS) will report to the OVP Director and will develop, implement and oversee a long-term plan for cultivating sustainable system change for addressing trauma and promoting healing and wellbeing based on best and promising practices.</p>	<p>a. Working with the OVP Director to develop, implement and oversee a long-term plan for cultivating sustainable system change to address trauma.</p> <p>b. Promoting healing and wellbeing based on best and promising practices.</p> <p>c. Serve as a Trauma-Informed Expert, helping to assess, align and strengthen current trauma informed care efforts among county and community partners.</p> <p>d. Prepare regular reports to update and inform the OVP County Leadership Committee, Community Partnership Council and other key stakeholders regarding the implementation of trauma informed efforts.</p> <p>e. Develop relevant materials, training presentations, and information briefs and papers on trauma informed care and the intersections of trauma, abuse, physical and mental health.</p>	<p>Upon hire through June 30, 2022</p> <p>Upon hire through June 30, 2022</p> <p>Upon hire through June 30, 2022</p> <p>Upon hire through June 30, 2022</p> <p>Upon hire through June 30, 2022</p>	<p>a. Documented on monthly statement of activities, interim progress reports, and performance evaluations.</p> <p>b. Documented on monthly statement of activities, interim progress reports, and performance evaluations.</p> <p>c. Documented on monthly statement of activities, interim progress reports, and performance evaluations.</p> <p>d. Documented on monthly statement of activities, interim progress reports, and performance evaluations.</p> <p>e. Documented on monthly statement of activities, interim progress reports, and performance evaluations.</p>
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COUNTY OF LOS ANGELES, DEPARTMENT OF PUBLIC HEALTH

SCOPE OF WORK – GOALS AND OBJECTIVES

ACTIVITY I: OVP EARLY IMPLEMENTATION STRATEGIC PRIORITIES

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TERM: Date of MAWO Execution – June 30, 2022

<p>5.0 Community Capacity Building Specialist, (1.0 FTE)</p> <p>The Community Capacity Building Specialist (CCBS) will report to the OVP Director and will support the regional violence prevention coalitions and lead agencies in each SPA. The CCBS will be responsible for identifying, communicating, supporting, and building resources for best practices as it relates to establishing effective community led coalitions.</p>	<ul style="list-style-type: none"> a. Work with the OVP Director to support the regional violence prevention coalitions and lead agencies in each SPA. b. Identify, communicate and support best practices as they relate to establishing effective community led coalitions. c. Provide training and technical assistance to key partners. d. Build resources for effective and collaborative coalitions focused on violence prevention, trauma and healing. e. Assist in the development of place-based action plans that incorporate local data as well the strengths and assets of each SPA. 	<p>Upon hire through June 30, 2022</p> <p>Upon hire through June 30, 2022</p> <p>Upon hire through June 30, 2022</p> <p>Upon hire through June 30, 2022</p> <p>Upon hire through June 30, 2022</p>	<ul style="list-style-type: none"> a. Documented on monthly statement of activities, interim progress reports, and performance evaluations. b. Documented on monthly statement of activities, interim progress reports, and performance evaluations. c. Documented on monthly statement of activities, interim progress reports, and performance evaluations. d. Documented on monthly statement of activities, interim progress reports, and performance evaluations. e. Documented on monthly statement of activities, interim progress reports, and performance evaluations.
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COUNTY OF LOS ANGELES, DEPARTMENT OF PUBLIC HEALTH

SCOPE OF WORK – GOALS AND OBJECTIVES

ACTIVITY I: OVP EARLY IMPLEMENTATION STRATEGIC PRIORITIES

CONTRACTOR NAME: _____

MASTER AGREEMENT NUMBER: _____ WORK ORDER NUMBER: _____

(County Use Only)

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PROJECT: HEALTH PROMOTION BUREAU ACTIVITIES PROJECT

TERM: Date of MAWO Execution – June 30, 2022

<p>6.0 Administrative Analyst (1.0 FTE)</p> <p>The Administrative Analyst (AA) will report to the OVP Director and will provide support to the regional violence prevention coalitions and lead agencies in each SPA. The AA will be responsible for various administrative support functions, (e.g., processing invoices; preparing monthly and quarterly reports; collecting data and preparing spreadsheets; summarizing progress to date, etc.), and will assist with special projects that require researching, gathering and organizing information from a variety of sources.</p>	<p>a. Assist in developing guidelines, standards and procedures for evaluating fiscal and administrative process for the OVP Regional Violence Prevention Coalitions;</p> <p>b. Assist in reviewing budgets and budget modifications; ensure that expenditures are tracked, and invoices are paid; and, maintain communication with OVP/DPH Finance Unit;</p> <p>c. Process contract and subcontractor invoices, and solve day-to-day subcontractor issues/concerns;</p> <p>d. Assist in preparing monthly and quarterly reports to funding agency (programmatic and fiscal); collect contractor data and prepare data spreadsheets; and summarize progress to date;</p> <p>e. Support yearly auditing of contracts to ensure that contractors have required policies and procedures in place;</p> <p>f. Assist in special projects that requires researching, gathering, and organizing information from a variety of sources;</p>	<p>Upon hire through June 30, 2022</p> <p>Upon hire through June 30, 2022</p> <p>Upon hire through June 30, 2022</p> <p>Upon hire through June 30, 2022</p> <p>Upon hire through June 30, 2022</p> <p>Upon hire through June 30, 2022</p>	<p>a. Documented on monthly statement of activities, interim progress reports, and performance evaluations.</p> <p>b. Documented on monthly statement of activities, interim progress reports, and performance evaluations.</p> <p>c. Documented on monthly statement of activities, interim progress reports, and performance evaluations.</p> <p>d. Documented on monthly statement of activities, interim progress reports, and performance evaluations.</p> <p>e. Documented on monthly statement of activities, interim progress reports, and performance evaluations.</p> <p>f. Documented on monthly statement of activities, interim progress reports, and performance evaluations.</p>
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COUNTY OF LOS ANGELES, DEPARTMENT OF PUBLIC HEALTH

SCOPE OF WORK – GOALS AND OBJECTIVES

ACTIVITY I: OVP EARLY IMPLEMENTATION STRATEGIC PRIORITIES

CONTRACTOR NAME: _____

MASTER AGREEMENT NUMBER: _____ WORK ORDER NUMBER: _____

(County Use Only)

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PROJECT: HEALTH PROMOTION BUREAU ACTIVITIES PROJECT

TERM: Date of MAWO Execution – June 30, 2022

	g. Assist in creating complex charts, forms, and statistical documents requiring skill in arranging tabular material, setting up forms and surveys and extreme accuracy in typing;	Upon hire through June 30, 2022	g. Documented on monthly statement of activities, interim progress reports, and performance evaluations.
	h. Process requests for purchases; review goods received and inspects merchandise; and follow up on status and delays;	Upon hire through June 30, 2022	h. Documented on monthly statement of activities, interim progress reports, and performance evaluations.
	i. Assist in maintenance of records and logs by sorting, filing, photocopying, searching, verifying, and tracking information.	Upon hire through June 30, 2022	i. Documented on monthly statement of activities, interim progress reports, and performance evaluations.
	j. Assist in preparation of other articles, reports and presentations for the director and staff; distribute meeting materials and agenda; and transcribe meeting minutes; and	Upon hire through June 30, 2022	j. Documented on monthly statement of activities, interim progress reports, and performance evaluations.
	k. Other related duties as assigned.	Upon hire through June 30, 2022	k. Documented on monthly statement of activities, interim progress reports, and performance evaluations.

**COUNTY OF LOS ANGELES, DEPARTMENT OF PUBLIC HEALTH
SCOPE OF WORK – GOALS AND OBJECTIVES**

ACTIVITY II: TRAUMA PREVENTION INITIATIVE (TPI)

CONTRACTOR NAME:

MASTER AGREEMENT NUMBER:

WORK ORDER NUMBER:

WORK ORDER SOLICITATION NUMBER: TEMP-WOS-117

PROJECT: HEALTH PROMOTION BUREAU ACTIVITIES PROJECT

TERM: Date of MAWO Execution – June 30, 2022

CONTRACTOR'S RESPONSIBILITY: Identify, recruit, and hire temporary personnel and perform ongoing human resource functions.			
Objectives	Activities	Timeline (Activity Completed By)	Documentation/ Evaluation
<p>1.0 Contractor will identify, recruit and hire the following temporary staff positions:</p> <ul style="list-style-type: none"> One Graphic Designer – Web & Multimedia (1.0 PTE) One Research Analyst (1.0 FTE) 	<p>a. Submit a hiring plan to the Office of Violence Prevention (OVP) staff for approval.</p> <p>b. Prepare job descriptions with OVP input and guidance, and recruit qualified candidates via websites, postings, email, or by direct referral from the Division. [OVP to participate in interviews, referrals and provide final approval of candidates.] Los Angeles Department of Public Health (DPH) to complete background checks.</p> <p>c. Hire staff and prepare personnel files.</p> <p>d. Staff report to contractor and OVP for new hire procedures and initial work orientation. Contractor ensures that new hire procedures are in accordance with County requirements and ensures that staff attends mandated County trainings.</p>	<p>Within five days of Master Work Order (MAWO) execution.</p> <p>Within one month of MAWO execution.</p> <p>Within 30 days of MAWO execution.</p> <p>Within 30 days of MAWO execution.</p>	<p>a. Letter(s) of OVP approval and related material will be kept on file.</p> <p>b. Completed materials will be kept on file and results documented in monthly reports to OVP.</p> <p>c. Personnel files and timecard reports will be kept on file.</p> <p>d. Employee time records, new hire records and staff training records to be maintained on file with employer for review by OVP during audit and technical reviews.</p>

**COUNTY OF LOS ANGELES, DEPARTMENT OF PUBLIC HEALTH
SCOPE OF WORK – GOALS AND OBJECTIVES**

ACTIVITY II: TRAUMA PREVENTION INITIATIVE (TPI)

CONTRACTOR NAME:

MASTER AGREEMENT NUMBER:

WORK ORDER NUMBER:

WORK ORDER SOLICITATION NUMBER: TEMP-WOS-117

PROJECT: HEALTH PROMOTION BUREAU ACTIVITIES PROJECT

TERM: Date of MAWO Execution – June 30, 2022

CONTRACTOR'S RESPONSIBILITY: Identify, recruit, and hire temporary personnel and perform ongoing human resource functions.			
Objectives	Activities	Timeline (Activity Completed By)	Documentation/ Evaluation
1.1 Contractor will manage administrative functions and personnel procedures for staff associated with this work order.	a. Contractor will provide employment procedures and policies to OVP for review to include an overview of timekeeping and other key elements.	Within five days of MAWO execution	a. Letter(s) of OVP approval and related material will be kept on file.
	b. Contractor will provide training regarding supervisory procedures, timekeeping, evaluation, disciplinary action, and other key components of supervising staff.	Upon hire through June 30, 2022	b. Contractor will maintain training records.
	c. Contractor will maintain and update employee files with all employment records and evaluations.	Upon hire through June 30, 2022	c. Contractor will maintain all employee files.
	d. Contractor will ensure annual evaluations for all staff are conducted by appropriate supervisor.	Ongoing through June 30, 2022	d. Contractor will maintain all annual evaluations in employee files.
	e. Contractor will pay staff a minimum of twice a month and will provide a package of employee benefits; including (at a minimum), health and dental insurance coverage.	Ongoing through June 30, 2022	e. A monthly report of payments will be submitted with detailed invoice on a monthly basis 30 days in arrears.
	f. Contractor will ensure out-of-town travel is pre-approved by both staff's supervisor and	Ongoing through June 30, 2022	f. Contractor will submit out-of-town travel requests to applicable supervisor and

**COUNTY OF LOS ANGELES, DEPARTMENT OF PUBLIC HEALTH
SCOPE OF WORK – GOALS AND OBJECTIVES**

ACTIVITY II: TRAUMA PREVENTION INITIATIVE (TPI)

CONTRACTOR NAME:

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PROJECT: HEALTH PROMOTION BUREAU ACTIVITIES PROJECT

TERM: Date of MAWO Execution – June 30, 2022

CONTRACTOR'S RESPONSIBILITY: Identify, recruit, and hire temporary personnel and perform ongoing human resource functions.			
Objectives	Activities	Timeline (Activity Completed By)	Documentation/ Evaluation
	temporary personnel agency prior to submitting to DPH for reimbursement.		maintain documentation in employee files.
	g. Contractor will ensure mileage and parking reimbursement claim forms are reviewed and approved by applicable supervisor.	Ongoing through June 30, 2022	g. Contractor will submit mileage and parking reimbursement claim forms to DPH on a monthly basis.
	h. Contractor will provide vacation/holiday/sick time balances for each employee and ensure it is used each fiscal year.	Monthly through June 30, 2022	h. Contractor will submit vacation/holiday/sick time balances to DPH on a monthly basis.
	i. Contractor will invoice DPH 30 days in arrears for costs incurred related to the Work Order.	Monthly through June 30, 2022	i. Contractor invoices will be kept on file. Contractor will send hard copy and electronic PDF copy.
	j. Contractor will comply with the annual requirements of the DPH administrative review.	Monthly through June 30, 2022	j. Contractor responses will be maintained in e-records in PDF format by DPH.
	k. Contractor will submit a final invoice no later than 30 days after the end of the budget period.	30 days after end of the budget period	k. DPH Financial Services Division (FSD) and OVP will maintain record of invoicing.

**COUNTY OF LOS ANGELES, DEPARTMENT OF PUBLIC HEALTH
SCOPE OF WORK – GOALS AND OBJECTIVES**

ACTIVITY II: TRAUMA PREVENTION INITIATIVE (TPI)

CONTRACTOR NAME:

MASTER AGREEMENT NUMBER:

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WORK ORDER SOLICITATION NUMBER: TEMP-WOS-117

PROJECT: HEALTH PROMOTION BUREAU ACTIVITIES PROJECT

TERM: Date of MAWO Execution – June 30, 2022

CONTRACTOR'S RESPONSIBILITY: Identify, recruit, and hire temporary personnel and perform ongoing human resource functions.			
Objectives	Activities	Timeline (Activity Completed By)	Documentation/ Evaluation
1.2 Staff will be certified in Health Insurance Portability and Accountability (HIPAA) compliance with County DPH policy prior to employment.	a. Contractor will recruit HIPAA certified staff. Staff will provide HIPAA certification with application. Contractor will assist candidates by making available HIPAA training modules.	Upon execution of MAWO	a. Certificates indicating completion of trainings will be kept on file.
	b. DPH HIPAA compliance trainings will be completed.	Upon hiring and ongoing through June 30, 2022	b. Certificates indicating completion of trainings will be kept on file
1.3 Contractor will ensure that staff perform all responsibilities of the contracted work as assigned.	a. Monitor progress of temporary personnel to ensure performance is at the required standards to fulfill the responsibilities of the contracted work.	Upon hiring and ongoing through June 30, 2022	a. Completed performance evaluation materials will be kept on file and results documented in monthly report to OVP.
1.4 Assist with monitoring and compliance funder reporting requirements.	a. Assist DPH staff in collecting data needed, including quarterly fiscal and administrative data, expenditures, hiring, number of FTEs, hours worked, and recruitment progress.	As needed through June 30, 2022	a. Completed materials will be kept on file and results documented in reports to OVP.

**COUNTY OF LOS ANGELES, DEPARTMENT OF PUBLIC HEALTH
SCOPE OF WORK – GOALS AND OBJECTIVES**

ACTIVITY II: TRAUMA PREVENTION INITIATIVE (TPI)

CONTRACTOR NAME:

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PROJECT: HEALTH PROMOTION BUREAU ACTIVITIES PROJECT

TERM: Date of MAWO Execution – June 30, 2022

CONTRACTOR'S RESPONSIBILITY: Identify, recruit, and hire temporary personnel and perform ongoing human resource functions.			
Objectives	Activities	Timeline (Activity Completed By)	Documentation/ Evaluation
2.0 Graphic Designer – Web & Multimedia (1.0 PTE) The Graphic Designer - Web & Multimedia will be responsible for the creation of OVP/TPI graphics, designs for program materials including reports, infographics, promotional materials such as banners and postcards, and digital products, including, but not limited, to banners and buttons. The Graphic Designer – Web & Multimedia will also be responsible for web design, website maintenance, and hypertext markup language (HTML) on SharePoint 2007 and WordPress.	a. Provide creative support in integrating brand and style guidelines to complement the Trauma Prevention Initiative branding with the department's branding guidelines. b. Manage and produce assigned projects from creative phase to development, including coordination with print vendors through production. c. Create visual content for website and social media outreach, such as web banners and web buttons; d. Produce graphic elements, including layout and design templates for e-newsletters, brochures, research briefs and reports, promotional incentive items, presentations and multimedia projects, including videos; e. Provide support as the acting webmaster for the program's website by making regular content updates, adding graphic elements to the web pages, and working	Upon hire through June 30, 2022 Upon hire through June 30, 2022 Upon hire through June 30, 2022 Upon hire through June 30, 2022 Upon hire through June 30, 2022	a. Documented on monthly statement of activities, interim progress reports, and performance evaluations. b. Documented on monthly statement of activities, interim progress reports, and performance evaluations. c. Documented on monthly statement of activities, interim progress reports, and performance evaluations. d. Documented on monthly statement of activities, interim progress reports, and performance evaluations. e. Documented on monthly statement of activities, interim progress reports, and performance evaluations.

**COUNTY OF LOS ANGELES, DEPARTMENT OF PUBLIC HEALTH
SCOPE OF WORK – GOALS AND OBJECTIVES**

ACTIVITY II: TRAUMA PREVENTION INITIATIVE (TPI)

CONTRACTOR NAME:

MASTER AGREEMENT NUMBER:

WORK ORDER NUMBER:

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PROJECT: HEALTH PROMOTION BUREAU ACTIVITIES PROJECT

TERM: Date of MAWO Execution – June 30, 2022

CONTRACTOR'S RESPONSIBILITY: Identify, recruit, and hire temporary personnel and perform ongoing human resource functions.			
Objectives	Activities	Timeline (Activity Completed By)	Documentation/ Evaluation
	with program staff to update the web pages on a regular basis; and f. Other related duties as assigned.	Upon hire through June 30, 2022	f. Documented on monthly statement of activities, interim progress reports, and performance evaluations.
3.0 Research Analyst (1.0 FTE) The Research and Evaluation Coordinator will report to the Violence Prevention Programs Manager and will serve to support evaluation efforts of the Parks After Dark program, the County Our SPOT program, and TPI - a place-based approach to violence prevention implemented in four South Los Angeles communities, including collecting and analyzing data, and preparing research briefs and community handouts/materials.	a. Support TPI evaluation efforts for key strategies, including hospital-based violence intervention, street outreach and community violence intervention, capacity-building training and technical assistance, and community engagement; b. Provide data about patterns of violence at the local level; c. Provide training and technical assistance for community stakeholders; d. Work directly with involved community groups;	Upon hire through June 30, 2022 Upon hire through June 30, 2022 Upon hire through June 30, 2022 Upon hire through June 30, 2022	a. Documented on monthly statement of activities, interim progress reports, and performance evaluations. b. Documented on monthly statement of activities, interim progress reports, and performance evaluations. c. Documented on monthly statement of activities, interim progress reports, and performance evaluations. d. Documented on monthly statement of activities, interim progress reports, and performance evaluations.

**COUNTY OF LOS ANGELES, DEPARTMENT OF PUBLIC HEALTH
SCOPE OF WORK – GOALS AND OBJECTIVES**

ACTIVITY II: TRAUMA PREVENTION INITIATIVE (TPI)

CONTRACTOR NAME:

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PROJECT: HEALTH PROMOTION BUREAU ACTIVITIES PROJECT

TERM: Date of MAWO Execution – June 30, 2022

CONTRACTOR'S RESPONSIBILITY: Identify, recruit, and hire temporary personnel and perform ongoing human resource functions.			
Objectives	Activities	Timeline (Activity Completed By)	Documentation/ Evaluation
	e. Participate in local TPI stakeholder groups, collecting and analyzing data;	Upon hire through June 30, 2022	e. Documented on monthly statement of activities, interim progress reports, and performance evaluations.
	f. Prepare research briefs and community handouts/materials.	Upon hire through June 30, 2022	f. Documented on monthly statement of activities, interim progress reports, and performance evaluations.

**COUNTY OF LOS ANGELES, DEPARTMENT OF PUBLIC HEALTH
SCOPE OF WORK – GOALS AND OBJECTIVES**

ACTIVITY III: EARLY NEEDS RESPONSE TO INFANTS' AND CHILDREN'S HEALTH (ENRICH)

CONTRACTOR NAME:

MASTER AGREEMENT NUMBER:

WORK ORDER NUMBER:

WORK ORDER SOLICITATION NUMBER: TEMP-WOS-117

PROJECT: HEALTH PROMOTION BUREAU ACTIVITIES PROJECT

TERM: Date of MAWO Execution – December 31, 2022

CONTRACTOR'S RESPONSIBILITY: Identify, recruit, and hire temporary personnel and perform ongoing human resource functions.			
Objectives	Activities	Timeline (Activity Completed By)	Documentation/ Evaluation
1.0 Contractor will identify, recruit and hire the following temporary staff positions: <ul style="list-style-type: none"> Project Coordinator 	a. Submit a hiring plan to the Children's Medical Services (CMS) staff for approval. b. Prepare job descriptions with CMS input and guidance, and recruit qualified candidates via websites, postings, email, or by direct referral from the Division. [CMS to participate in interviews, referrals and provide final approval of candidates.] Los Angeles Department of Public Health (DPH) to complete background checks. c. Hire staff and prepare personnel files. d. Staff report to contractor and CMS for new hire procedures and initial work orientation. Contractor ensures that new hire procedures are in accordance with County requirements and ensures that staff attends mandated County trainings.	Within five days of Master Work Order (MAWO) execution Within one month of MAWO execution Within 30 days of MAWO execution Within 30 days of MAWO execution	a. Letter(s) of CMS approval and related material will be kept on file. b. Completed materials will be kept on file and results documented in monthly reports to CMS. c. Personnel files and timecard reports will be kept on file. d. Employee time records, new hire records and staff training records to be maintained on file with employer for review by CMS during audit and technical reviews.

**COUNTY OF LOS ANGELES, DEPARTMENT OF PUBLIC HEALTH
SCOPE OF WORK – GOALS AND OBJECTIVES**

ACTIVITY III: EARLY NEEDS RESPONSE TO INFANTS' AND CHILDREN'S HEALTH (ENRICH)

CONTRACTOR NAME:

MASTER AGREEMENT NUMBER:

WORK ORDER NUMBER:

WORK ORDER SOLICITATION NUMBER: TEMP-WOS-117

PROJECT: HEALTH PROMOTION BUREAU ACTIVITIES PROJECT

TERM: Date of MAWO Execution – December 31, 2022

CONTRACTOR'S RESPONSIBILITY: Identify, recruit, and hire temporary personnel and perform ongoing human resource functions.			
Objectives	Activities	Timeline (Activity Completed By)	Documentation/ Evaluation
1.1 Contractor will manage administrative functions and personnel procedures for staff associated with this work order.	a. Contractor will provide employment procedures and policies to CMS for review to include an overview of timekeeping and other key elements.	Within five days of MAWO execution	a. Letter(s) of CMS approval and related material will be kept on file.
	b. Contractor will provide training regarding supervisory procedures, timekeeping, evaluation, disciplinary action, and other key components of supervising staff.	Upon hire through December 31, 2022	b. Contractor will maintain training records.
	c. Contractor will maintain and update employee files with all employment records and evaluations.	Upon hire through December 31, 2022	c. Contractor will maintain all employee files.
	d. Contractor will ensure annual evaluations for all staff are conducted by appropriate supervisor.	Ongoing through December 31, 2022	d. Contractor will maintain all annual evaluations in employee files.
	e. Contractor will pay staff a minimum of twice a month and will provide a package of employee benefits including at a minimum, health and dental insurance coverage.	Ongoing through December 31, 2022	e. A monthly report of payments will be submitted with detailed invoice on a monthly basis 30 days in arrears.
	f. Contractor will ensure out-of-town travel is pre-approved by both staff's supervisor and	Ongoing through December 31, 2022	f. Contractor will submit out-of-town travel requests to applicable supervisor and

**COUNTY OF LOS ANGELES, DEPARTMENT OF PUBLIC HEALTH
SCOPE OF WORK – GOALS AND OBJECTIVES**

ACTIVITY III: EARLY NEEDS RESPONSE TO INFANTS' AND CHILDREN'S HEALTH (ENRICH)

CONTRACTOR NAME:

MASTER AGREEMENT NUMBER:

WORK ORDER NUMBER:

WORK ORDER SOLICITATION NUMBER: TEMP-WOS-117

PROJECT: HEALTH PROMOTION BUREAU ACTIVITIES PROJECT

TERM: Date of MAWO Execution – December 31, 2022

CONTRACTOR'S RESPONSIBILITY: Identify, recruit, and hire temporary personnel and perform ongoing human resource functions.			
Objectives	Activities	Timeline (Activity Completed By)	Documentation/ Evaluation
	temporary personnel agency prior to submitting to DPH for reimbursement.		maintain documentation in employee files.
	g. Contractor will ensure mileage and parking reimbursement claim forms are reviewed and approved by applicable supervisor.	Ongoing through December 31, 2022	g. Contractor will submit mileage and parking reimbursement claim forms to DPH on a monthly basis.
	h. Contractor will provide vacation/holiday/sick time balances for each employee and ensure it is used each fiscal year.	Monthly through December 31, 2022	h. Contractor will submit vacation/holiday/sick time balances to DPH on a monthly basis.
	i. Contractor will invoice DPH 30 days in arrears for costs incurred related to the Work Order.	Monthly through December 31, 2022	i. Contractor invoices will be kept on file. Contractor will send hard copy and electronic PDF copy.
	j. Contractor will comply with the annual requirements of the DPH administrative review.	Monthly through December 31, 2022	j. Contractor responses will be maintained in e-records in PDF format by DPH.
	k. Contractor will submit a final invoice no later than 30 days after the end of the budget period.	30 days after end of the budget period	k. DPH Financial Services Division (FSD) and CMS will maintain record of invoicing.

**COUNTY OF LOS ANGELES, DEPARTMENT OF PUBLIC HEALTH
SCOPE OF WORK – GOALS AND OBJECTIVES**

ACTIVITY III: EARLY NEEDS RESPONSE TO INFANTS' AND CHILDREN'S HEALTH (ENRICH)

CONTRACTOR NAME:

MASTER AGREEMENT NUMBER:

WORK ORDER NUMBER:

WORK ORDER SOLICITATION NUMBER: TEMP-WOS-117

PROJECT: HEALTH PROMOTION BUREAU ACTIVITIES PROJECT

TERM: Date of MAWO Execution – December 31, 2022

CONTRACTOR'S RESPONSIBILITY: Identify, recruit, and hire temporary personnel and perform ongoing human resource functions.			
Objectives	Activities	Timeline (Activity Completed By)	Documentation/ Evaluation
1.2 Staff will be certified in Health Insurance Portability and Accountability (HIPAA) compliance with County DPH policy prior to employment.	a. Contractor will recruit HIPAA certified staff. Staff will provide HIPAA certification for said staff with application. Contractor will assist candidates by making available HIPAA training modules.	Upon execution of MAWO	a. Certificates indicating completion of trainings will be kept on file.
	b. DPH HIPAA compliance trainings will be completed.	Upon hiring and ongoing through December 31, 2022	b. Certificates indicating completion of trainings will be kept on file.
1.3 Contractor will ensure that staff perform all responsibilities of the contracted work as assigned.	a. Monitor progress of temporary personnel to ensure performance is at the required standards to fulfill the responsibilities of the contracted work.	Upon hiring and ongoing through December 31, 2022	a. Completed performance evaluation materials will be kept on file and results documented in monthly report to CMS.
1.4 Assist with monitoring and compliance funder reporting requirements.	a. Assist DPH staff in collecting data needed, including quarterly fiscal and administrative data, expenditures, hiring, number of FTEs, hours worked, and recruitment progress.	As needed through December 31, 2022	a. Completed materials will be kept on file and results documented in reports to CMS.

**COUNTY OF LOS ANGELES, DEPARTMENT OF PUBLIC HEALTH
SCOPE OF WORK – GOALS AND OBJECTIVES**

ACTIVITY III: EARLY NEEDS RESPONSE TO INFANTS' AND CHILDREN'S HEALTH (ENRICH)

CONTRACTOR NAME:

MASTER AGREEMENT NUMBER:

WORK ORDER NUMBER:

WORK ORDER SOLICITATION NUMBER: TEMP-WOS-117

PROJECT: HEALTH PROMOTION BUREAU ACTIVITIES PROJECT

TERM: Date of MAWO Execution – December 31, 2022

CONTRACTOR'S RESPONSIBILITY: Identify, recruit, and hire temporary personnel and perform ongoing human resource functions.			
Objectives	Activities	Timeline (Activity Completed By)	Documentation/ Evaluation
2.0 Project Coordinator (1.0 FTE) The Project Coordinator will report to the CMS Assistant Director and will plan, implement, organize, coordinate and monitor activities for the ENRICH program, funded by the Wiley Sanders Settlement. The Project Coordinator will lead project-related procurement and administrative activities, while setting the pace, environment, culture, goals and objectives for ENRICH achievements, consistent with the spirit of community responsiveness and greater healthcare, mental health and social service access for children and their families in the area affected by the Exide toxic contamination. The Project Coordinator will lead a partnership and work with the Child Health and Disability	a. Finalize two-year ENRICH project work plan and evaluation methodology. b. Secure all fiscal and work partnerships, relationships, collaborations, necessary arrangements, and organizational requirements. c. Organize and manage Family Partner skills building and knowledge development trainings. d. Partner with CHDP program to implement "Roots to Rise" provider survey, and develop trainings, training materials and resources. e. In collaboration with project evaluator, measure data for evaluation baseline. f. In concert with the Family Resource Center, further develop and plan for dissemination of resources and materials that will help families navigate through	Upon hire through January 31, 2021 January 1, 2021 through March 31, 2021 January 1, 2021 through March 31, 2021 January 1, 2021 through March 31, 2021 January 1, 2021 through March 31, 2021 January 1, 2021 through March 31, 2021	a. Implementation plan and timeline. b. Memorandums of Understanding (MOUs), procurement orders, staffing locations and personnel. c. Training curricula. d. "Roots to Rise" provider survey and provider training webinar, materials and resources. e. Baseline measures/indicators. f. Resources, materials for affected children and families.

**COUNTY OF LOS ANGELES, DEPARTMENT OF PUBLIC HEALTH
SCOPE OF WORK – GOALS AND OBJECTIVES**

ACTIVITY III: EARLY NEEDS RESPONSE TO INFANTS' AND CHILDREN'S HEALTH (ENRICH)

CONTRACTOR NAME:

MASTER AGREEMENT NUMBER:

WORK ORDER NUMBER:

WORK ORDER SOLICITATION NUMBER: TEMP-WOS-117

PROJECT: HEALTH PROMOTION BUREAU ACTIVITIES PROJECT

TERM: Date of MAWO Execution – December 31, 2022

CONTRACTOR'S RESPONSIBILITY: Identify, recruit, and hire temporary personnel and perform ongoing human resource functions.			
Objectives	Activities	Timeline (Activity Completed By)	Documentation/ Evaluation
Prevention (CHDP) program, selected area providers, and the local family resource center to achieve program goals and objectives.	health, social, and educational systems to address the specific needs of children with developmental delays.		
	g. Consult with First Connection grantees, technical consultants and the Department of Mental Health (DMH) in the development of referral pathways to help families access needed services.	January 1, 2021 through June 30, 2021	g. Referral pathways.
	h. Consult with First Connection grantees, technical consultants, and utilize the DMH for Family Partner mental health training, to define mental health conditions that need various levels of response, and designate resources for immediate access of project families in need of services.	January 1, 2021 through June 30, 2021	h. Mental health trainings, diagnostic matrices, and interagency agreements.
	i. Create Memorandums of Understanding (MOUs) with referral agencies and mental health resources to ensure child, parent and family access to designated services when referred by Family Partners and providers.	April 1, 2021 through June 30, 2021	i. Referral pathways.

**COUNTY OF LOS ANGELES, DEPARTMENT OF PUBLIC HEALTH
SCOPE OF WORK – GOALS AND OBJECTIVES**

ACTIVITY III: EARLY NEEDS RESPONSE TO INFANTS' AND CHILDREN'S HEALTH (ENRICH)

CONTRACTOR NAME:

MASTER AGREEMENT NUMBER:

WORK ORDER NUMBER:

WORK ORDER SOLICITATION NUMBER: TEMP-WOS-117

PROJECT: HEALTH PROMOTION BUREAU ACTIVITIES PROJECT

TERM: Date of MAWO Execution – December 31, 2022

CONTRACTOR'S RESPONSIBILITY: Identify, recruit, and hire temporary personnel and perform ongoing human resource functions.			
Objectives	Activities	Timeline (Activity Completed By)	Documentation/ Evaluation
	j. Conduct trainings for CHDP-approved providers and practices in the Preliminary Investigation Area (PIA) (e.g., Exide-affected area).	April 1, 2021 through December 31, 2021	j. Number of trainings conducted/evaluations.
	k. In collaboration with project evaluator, measure data for project evaluation.	April 1, 2021 through September 30, 2022	k. Project evaluation results and findings.
	l. Partner with Community Family Partner to educate providers and practices in the PIA of "next steps" that are available to families with children who are developmentally delayed.	April 1, 2021 through December 31, 2021	l. Trainings, webinars and records/results from in-person (actual/video) meetings.
	m. Manage Practice Family Partner schedules at selected providers in the PIA, provider involvement at those practices, and implementation of patient engagement strategies.	April 1, 2021 through December 31, 2022	m. Clinic schedules, regular meetings with Practice Family Partners, and patient notes.
	n. In collaboration with the Family Resource Center and Regional Center staff, provide	April 1, 2021 through December 31, 2022	n. Completed IEPs, records of family interaction with respective school

**COUNTY OF LOS ANGELES, DEPARTMENT OF PUBLIC HEALTH
SCOPE OF WORK – GOALS AND OBJECTIVES**

ACTIVITY III: EARLY NEEDS RESPONSE TO INFANTS' AND CHILDREN'S HEALTH (ENRICH)

CONTRACTOR NAME:

MASTER AGREEMENT NUMBER:

WORK ORDER NUMBER:

WORK ORDER SOLICITATION NUMBER: TEMP-WOS-117

PROJECT: HEALTH PROMOTION BUREAU ACTIVITIES PROJECT

TERM: Date of MAWO Execution – December 31, 2022

CONTRACTOR'S RESPONSIBILITY: Identify, recruit, and hire temporary personnel and perform ongoing human resource functions.			
Objectives	Activities	Timeline (Activity Completed By)	Documentation/ Evaluation
	<p>special education guidance and training to families, advocate on their behalf to educational institutions, and accompany/represent them as necessary and appropriate in the Individualized Education Program (IEP), and other specialized educational need processes.</p> <p>o. Disseminate paper and electronic Ages and Stages Questionnaires (ASQ) and related developmental delay screening materials to providers and practices in the PIA.</p> <p>p. In collaboration with project evaluator, analyze project evaluation data and generate final recommendations and findings.</p>	<p>April 1, 2021 through December 31, 2022</p> <p>October 1, 2022 through December 31, 2022</p>	<p>systems, identified children enrolled in and receiving special education.</p> <p>o. Completed ASQ and related developmental delay screening materials.</p> <p>p. Final ENRICH project study and findings.</p>

LINE ITEM BUDGET
SUMMARY

ATTACHMENT C-I

Contractor Name:
Project Title: **Health Promotion Bureau Activities Project**
Activity I: **OVP Early Implementation Strategic Priorities**
Period of Performance: **Execution - June 30, 2022**
County Requesting Department: **Health Promotion Bureau**
County Project Director: **Andrea Welsing**
County Work Order Director: **Judith Robb**

BUDGET SUMMARY (Schedule of Projected Costs)	
COST CATEGORY	AMOUNT
Salaries/Hourly Compensation	\$637,200.00
Employee Benefits	\$159,300.00
Travel - (mileage and parking)	\$12,570.00
Indirect Costs*	\$66,748.28
TOTAL COST TO MEET THE REQUIREMENTS OF THE WORK	\$875,818.28

* Indirect Cost must not exceed 10% of total direct costs

CERTIFICATION

I certify that the following required costs (check boxes, as applicable) are included in this budget:



100% Basic Health and Dental Benefits



Twelve (12) County-observed Holidays, ten (10) vacation days (accrued monthly), and twelve (12) sick days (accrued monthly) per year.



**Contractor's Authorized Official Signature

12/22/2021

Date

NOTE: No E-signatures will be accepted

** Pursuant to Master Agreement, Paragraph 7.2 Contractor's Authorized Official(s). The authorized official must be the same person identified in Master Agreement, Exhibit B.

BUDGET JUSTIFICATION FOR SALARIES

ATTACHMENT C-I

Contractor Name:

Project Title:

Activity I:

Period of Performance:

Health Promotion Bureau Activities Project
OVP Early Implementation Strategic Priorities
Execution - June 30, 2022

PERSONNEL SERVICES FORM (TEMPORARY)

Title/Name (if position is vacant, indicate TBH and approx. date of hire)	Monthly Salary	FTE	# of Months	Proposed Cost
Communications Strategist	\$ 7,500	1.0	18	\$ 135,000
Position description:				
The Communications Strategist will report to the OVP Director and will be responsible for the development, implementation and evaluation of a comprehensive countywide violence prevention communications plan. This will include developing strategies for creating a common countywide narrative and framework around violence prevention and healing across multiple forms of violence.				
Communications Strategist				
Research and Evaluation Coordinator	\$ 7,100	1.0	18	\$ 127,800
Position description:				
The Research and Evaluation Coordinator will report to the OVP Supervising Epidemiologist and will serve two main functions: 1) support the OVP established violence prevention coalitions; and 2) guide OVP's suicide/mental health prevention efforts, which, among many things, includes supporting evaluation efforts of the TPI - a place-based approach to violence prevention implemented in four South Los Angeles communities.				
Research and Evaluation Coordinator				
Trauma Informed Care Specialist	\$ 8,000	1.0	18	\$ 144,000
Position description:				
The Trauma Informed Care Specialist (TICS) will report to the OVP Director and will develop, implement and oversee a long-term plan for cultivating sustainable system change for addressing trauma and promoting healing and wellbeing based on best and promising practices. The TICS will serve as a trauma-informed expert, helping to assess, align and strengthen current trauma informed care efforts among county and community partners, and informing the adoption of trauma-informed care policies and practices.				
Trauma Informed Care Specialist				
Community Capacity Building Specialist	\$ 8,000	1.0	18	\$ 144,000
Position description:				
The Community Capacity Building Specialist (CCBS) will report to the OVP Director and will support the regional violence prevention coalitions and lead agencies in each SPA. The CCBS will be responsible for identifying, communicating, supporting, and building resources for best practices as it relates to establishing effective community led coalitions.				
Community Capacity Building Specialist				
Administrative Analyst	\$ 4,800	1.0	18	\$ 86,400
Position description:				
The Administrative Analyst (AA) will report to the OVP Director and will provide support to the regional violence prevention coalitions and lead agencies in each SPA. The AA will be responsible for various administrative support functions (e.g., processing invoices; preparing monthly and quarterly reports; collecting data and preparing spreadsheets; summarizing progress to date, etc.) and will assist with special projects that require researching, gathering and organizing information from a variety of sources.				
Administrative Analyst				

Salary Subtotal

Employee Benefits (enter percentage)

Total Personnel Costs - Full-Time

25.00%
(enter percentage)

\$	637,200
\$	159,300
\$	796,500

BUDGET JUSTIFICATION FOR EMPLOYEE BENEFITS

ATTACHMENT C-I

Contractor Name:

Project Title:

Health Promotion Bureau Activities Project

Activity I:

OVP Early Implementation Strategic Priorities

Period of Performance:

Execution - June 30, 2022

PERSONNEL SERVICES

BUDGET CATEGORY - FULL-TIME EMPLOYEE BENEFITS

COMPONENT	PERCENTAGE
	25
F.I.C.A.	7.65%
Health and Dental Insurance	10.00%
Unemployment Insurance	0.60%
Disability Insurance	0.10%
Workers Compensation	6.65%
Other (itemize):	%
TOTAL *	25.00%

If your agency has multiple rates, include a separate page for each rate and an explanation as to when each rate is used.

***Employee benefits for full-time employees must not exceed 28% of salary costs.**

BUDGET JUSTIFICATION FOR TRAVEL

ATTACHMENT C-I

Contractor Name:
 Project Title: **Health Promotion Bureau Activities Project**
 Activity I: **OVP Early Implementation Strategic Priorities**
 Period of Performance: **Execution - June 30, 2022**

BUDGET CATEGORY- TRAVEL	(A) Proposed Cost
Item:Mileage Methodology Used:	
Reimbursement for work related travel at a rate of 54.5¢ per mile.	
	\$ 7,500
Item: Parking Methodology Used:	
Reimbursement for work related travel with valid parking receipt	
	\$ 5,070
Total Travel Requested	\$ 12,570

LINE ITEM BUDGET
SUMMARY

ATTACHMENT C-II

Contractor Name:
Project Title: **Health Promotion Bureau Activities Project**
Activity I: **TPI**
Period of Performance: **Execution - June 30, 2022**
County Requesting Department: **Health Promotion Bureau - Office of Violence Prevention**
County Project Director: **Andrea Welsing**
County Work Order Director: **Judith Robb**

BUDGET SUMMARY (Schedule of Projected Costs)	
COST CATEGORY	AMOUNT
Salaries/Hourly Compensation	\$200,808.00
Employee Benefits	\$41,441.04
Travel - (Mileage and Parking)	\$3,130.00
Other - (Training and Conferences)	\$2,000.00
Indirect Costs*	\$20,408.77
TOTAL COST TO MEET THE REQUIREMENTS OF THE WORK	\$267,787.81

* Indirect Cost must not exceed 10% of total direct costs

CERTIFICATION

I certify that the following required costs (check boxes, as applicable) are included in this budget:



100% Basic Health and Dental Benefits



Twelve (12) County-observed Holidays, ten (10) vacation days (accrued monthly), and twelve (12) sick days (accrued monthly) per year.

**Contractor's Authorized Official Signature

1/5/2021

Date

NOTE: No E-signatures will be accepted

** Pursuant to Master Agreement, Paragraph 7.2 Contractor's Authorized Official(s). The authorized official must be the same person identified in Master Agreement, Exhibit B.

BUDGET JUSTIFICATION FOR SALARIES

ATTACHMENT C-II

Contractor Name:

Project Title:

Activity I:

Period of Performance:

Health Promotion Bureau Activities Project

TPI

Execution - June 30, 2022

PERSONNEL SERVICES FORM (TEMPORARY - PART-TIME)

Title/Name			# of		
(if position is vacant, indicate TBH and approx. date of hire)	# of Positions	Hourly Rate	Weeks	Hours Per Week	Proposed Cost
Graphic Designer - Web & Multimedia	1	\$39.00	78	24	\$ 73,008
Position description:					
The Graphic Designer - Web & Multimedia will be responsible for the creation of OVP/TPI graphics, designs for program materials including reports, infographics, promotional materials such as banners and postcards, and digital products, including, but not limited, to banners and buttons. The Graphic Designer – Web & Multimedia will also be responsible for web design, website maintenance, and hypertext markup language (HTML) on SharePoint 2007 and WordPress.					

Salary Subtotal

Employee Benefits (enter percentage)

Total Personnel Costs - Full-Time

13.00%
(enter percentage)

\$	73,008
\$	9,491
\$	82,499

BUDGET JUSTIFICATION FOR SALARIES

ATTACHMENT C-II

Contractor Name:

Project Title:

Activity I:

Period of Performance:

Health Promotion Bureau Activities Project**TPI****Execution - June 30, 2022****PERSONNEL SERVICES FORM (TEMPORARY - FULL-TIME)**

Title/Name			# of	
(if position is vacant, indicate TBH and approx. date of hire)	Monthly Salary	FTE	Months	Proposed Cost
Research Analyst	\$7,100.00	1	18	\$ 127,800
Position description:				
The Research Analyst will report to the Violence Prevention Programs Manager and will support evaluation efforts of the Parks After Dark program, the County Our SPOT program, and TPI - a place-based approach to violence prevention implemented in four South Los Angeles communities, including collecting and analyzing data, and preparing research briefs and community handouts/materials.				

Salary Subtotal

Employee Benefits (enter percentage)

Total Personnel Costs - Full-Time

25.00%
(enter percentage)

\$	127,800
\$	31,950
\$	159,750

BUDGET JUSTIFICATION FOR EMPLOYEE BENEFITS

ATTACHMENT C-II

Contractor Name:

Project Title:

Health Promotion Bureau Activities Project

Activity I:

TPI

Period of Performance:

Execution - June 30, 2022

PERSONNEL SERVICES

BUDGET CATEGORY - FULL-TIME EMPLOYEE BENEFITS

COMPONENT	PERCENTAGE
	25
F.I.C.A.	7.65%
Health and Dental Insurance	10.00%
Unemployment Insurance	0.60%
Disability Insurance	0.10%
Workers Compensation	6.65%
Other (itemize):	%
TOTAL *	25.00%

If your agency has multiple rates, include a separate page for each rate and an explanation as to when each rate is used.

***Employee benefits for full-time employees must not exceed 28% of salary costs.**

BUDGET JUSTIFICATION FOR EMPLOYEE BENEFITS

ATTACHMENT C-II

Contractor Name:

Project Title:

Health Promotion Bureau Activities Project

Activity II:

TPI

Period of Performance:

Execution - June 30, 2022

PERSONNEL SERVICES

BUDGET CATEGORY - PART-TIME EMPLOYEE BENEFITS

COMPONENT	PERCENTAGE
	13
F.I.C.A.	7.65%
Health and Dental Insurance	0.00%
Unemployment Insurance	0.60%
Disability Insurance	0.10%
Workers Compensation	4.65%
Other (itemize):	%
TOTAL *	13.00%

If your agency has multiple rates, include a separate page for each rate and an explanation as to when each rate is used.

***Employee benefits for part-time employees must not exceed 13% of salary costs.**

BUDGET JUSTIFICATION FOR TRAVEL

ATTACHMENT C-II

Contractor Name:
 Project Title: **Health Promotion Bureau Activities Project**
 Activity II: **TPI**
 Period of Performance: **Execution - June 30, 2022**

BUDGET CATEGORY- TRAVEL	(A) Proposed Cost
Item: Mileage Methodology Used:	
Reimbursement for work related travel at a rate of 54.5¢ per mile.	
	\$ 1,000
Item: Parking Methodology Used:	
Reimbursement for work related travel with valid parking receipt	
	\$ 2,130
Total Travel Requested	\$ 3,130

BUDGET JUSTIFICATION FOR TRAVEL

ATTACHMENT C-II

Contractor Name:

Project Title: **Health Promotion Bureau Activities Project**

Activity II: TPI

Period of Performance: **Execution - June 30, 2022**

BUDGET CATEGORY- OTHER	(A) Proposed Cost
Item: Training and Conferences Reimbursement for required training and conferences.	
	\$ 2,000
Item: Parking	
Total Other Requested	\$ 2,000

LINE ITEM BUDGET

LINE ITEM BUDGET
SUMMARY

ATTACHMENT C-III

Contractor Name:
Project Title: **Health Promotion Bureau Activities Project**
Activity III: **ENRICH**
Period of Performance: **Execution - December 31, 2022**
County Requesting Department: **Health Promotion Bureau - Children's Medical Services**
County Project Director: **Judith Robb**
County Work Order Director: **Craig Vincent-Jones**

BUDGET SUMMARY (Schedule of Projected Costs)	
COST CATEGORY	AMOUNT
Salaries/Hourly Compensation	\$169,080.00
Employee Benefits	\$42,270.00
Travel - (mileage and parking)	\$2,780.00
Indirect Costs*	\$17,665.73
TOTAL COST TO MEET THE REQUIREMENTS OF THE WORK	\$231,795.73

* Indirect Cost must not exceed 10% of total direct costs

CERTIFICATION

I certify that the following required costs (check boxes, as applicable) are included in this budget:

- ☒ 100% Basic Health and Dental Benefits
- ☒ Twelve (12) County-observed Holidays, ten (10) vacation days (accrued monthly), and twelve (12) sick days (accrued monthly) per year.



**Contractor's Authorized Official Signature

12/22/2021

Date

NOTE: No E-signatures will be accepted

** Pursuant to Master Agreement, Paragraph 7.2 Contractor's Authorized Official(s). The authorized official must be the same person identified in Master Agreement, Exhibit B.

BUDGET JUSTIFICATION FOR SALARIES

ATTACHMENT C-III

Contractor Name:
 Project Title:
 Activity III:
 Period of Performance:

Health Promotion Bureau Activities Project
ENRICH

Execution - December 31, 2022

PERSONNEL SERVICES FORM (TEMPORARY)

Title/Name			# of	
(if position is vacant, indicate TBH and approx. date of hire)	Monthly Salary	FTE	Months	Proposed Cost
Project Coordinator	\$ 7,045	1.0	24	\$ 169,080
Position description:				
The Project Coordinator will report to the CMS Assistant Director and will plan, implement, organize, coordinate and monitor activities for the ENRICH program, funded by the Wiley Sanders Settlement. The Project Coordinator will lead project-related procurement and administrative activities, while setting the pace, environment, culture, goals and objectives for ENRICH achievements, consistent with the spirit of community responsiveness and greater healthcare, mental health and social service access for children and their families in the area affected by the Exide toxic contamination. The Project Coordinator will lead a partnership and work with the Child Health and Disability Prevention (CHDP) program, selected area providers, and the local family resource center to achieve program goals and objectives.:				

Salary Subtotal

Employee Benefits (enter percentage)

25.00%
(enter percentage)

Total Personnel Costs - Full-Time

\$	169,080
\$	42,270
\$	211,350

BUDGET JUSTIFICATION FOR EMPLOYEE BENEFITS

ATTACHMENT C-III

Contractor Name:

Project Title:

Health Promotion Bureau Activities Project

Activity III:

ENRICH

Period of Performance:

Execution - December 31, 2022

PERSONNEL SERVICES

BUDGET CATEGORY - FULL-TIME EMPLOYEE BENEFITS

COMPONENT	PERCENTAGE
	28
F.I.C.A.	7.65%
Health and Dental Insurance	10.00%
Unemployment Insurance	0.60%
Disability Insurance	0.10%
Workers Compensation	6.65%
Other (itemize):	%
TOTAL *	25.00%

If your agency has multiple rates, include a separate page for each rate and an explanation as to when each rate is used.

***Employee benefits for full-time employees must not exceed 28% of salary costs.**

BUDGET JUSTIFICATION FOR TRAVEL

ATTACHMENT C-III

Contractor Name:
 Project Title: **Health Promotion Bureau Activities Project**
 Activity III: **ENRICH**
 Period of Performance: **Execution - December 31, 2022**

BUDGET CATEGORY- TRAVEL	(A) Proposed Cost
Item: Mileage Methodology Used: Reimbursement for work related travel at a rate of 54.5¢ per mile.	
	\$ 2,180
Item: Parking Methodology Used: Reimbursement for work related travel with valid parking receipt	
	\$ 600
Total Travel Requested	\$ 2,780

**TEMPORARY PERSONNEL SERVICES
MASTER AGREEMENT WORK ORDER**

CERTIFICATION OF NO CONFLICT OF INTEREST

(Note: This certification is to be executed and returned to County with Contractor's executed Work Order. Work cannot begin on the Work Order until County receives this executed document.)

CONTRACTOR NAME Healthcare Staffing Professionals, Inc.

Work Order No. _____ County Master Agreement No. _____

Los Angeles County Code Section 2.180.010.A provides as follows:

“Certain contracts prohibited.

- A. Notwithstanding any other section of this code, the county shall not contract with, and shall reject any bid or proposal submitted by, the persons or entities specified below, unless the board of supervisors finds that special circumstances exist which justify the approval of such contract:
1. Employees of the county or of public agencies for which the board of supervisors is the governing body;
 2. Profit-making firms or businesses in which employees described in subdivision 1 of subsection A serve as officers, principals, partners, or major shareholders;
 3. Persons who, within the immediately preceding 12 months, came within the provisions of subdivision 1 of subsection A, and who:
 - a. Were employed in positions of substantial responsibility in the area of service to be performed by the contract; or
 - b. Participated in any way in developing the contract or its service specifications; and
 4. Profit-making firms or businesses in which the former employees, described in subdivision 3 of subsection A, serve as officers, principals, partners, or major shareholders.”

Contractor hereby declares and certifies that no Contractor Personnel, nor any other person acting on Contractor's behalf, who prepared and/or participated in the preparation of the bid or proposal submitted for the Work Order specified above, is within the purview of County Code Section 2.180.010.A, above.

I declare under penalty of perjury that the foregoing is true and correct.

Signature of Authorized Official

Printed Name of Authorized Official

Title of Authorized Official

Date

**TEMPORARY PERSONNEL SERVICES
MASTER AGREEMENT WORK ORDER**

CERTIFICATION OF EMPLOYEE STATUS

(Note: This certification is to be executed and returned to County with Contractor's executed Work Order. Work cannot begin on the Work Order until County receives this executed document.)

CONTRACTOR NAME Healthcare Staffing Professionals, Inc.

Work Order No. _____ County Master Agreement No. _____

I CERTIFY THAT: (1) I am an Authorized Official of Contractor; (2) the individual(s) named below is(are) this organization's employee(s); (3) applicable state and federal income tax, FICA, unemployment insurance premiums, and workers' compensation insurance premiums, in the correct amounts required by state and federal law, will be withheld as appropriate, and paid by Contractor for the individual(s) named below for the entire time period covered by the attached Work Order.

EMPLOYEES

1. _____
2. _____
3. _____

I declare under penalty of perjury that the foregoing is true and correct.

Signature of Authorized Official

Printed Name of Authorized Official

Title of Authorized Official

Date

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT

Contractor is not required or permitted to receive personal health information under this Master Agreement Work Order Number _____ but will comply with the provision below:

CONTRACTOR'S OBLIGATION AS OTHER THAN BUSINESS ASSOCIATE (INADVERTENT ACCESS) UNDER THE HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA) OF 1996

It is the intention of the parties that Contractor will provide the County with de-identified data. Contractor expressly acknowledges and agrees that the provision of services under this Contract does not require or permit access by Contractor or any of its officers, employees, or agents to any patient medical records. Accordingly, Contractor shall instruct its officers, employees, and agents that they are not to pursue or gain access to patient medical records for any reason whatsoever.

Notwithstanding the foregoing, the parties acknowledge that, in the course of the provision of services hereunder, Contractor or its officers, employees, or agents may have inadvertent access to patient medical records. Contractor understands and agrees that neither it nor its officers, employees, and agents are to take advantage of such access for any purpose whatsoever. Additionally, in the event of such inadvertent access, Contractor and its employees shall maintain the confidentiality of any information obtained and shall notify the applicable Public Health Program Director that such access has been gained immediately or upon the first reasonable opportunity to do so.

In the event of any access, whether inadvertent or intentional, Contractor shall indemnify, defend, and hold harmless County, its officers, employees, or agents from and against any and all liability, including but not limited to actions, claims, costs, demands, expenses, and fees (including attorney and expert witness fees) arising from or connected with Contractor's or its officers', employees', or agents' access to patient medical records. Contractor agrees to provide appropriate training to its employees regarding their obligation as described herein in this regard.
