



## Legislation Text

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**File #:** 21-0591, **Version:** 1

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Health and Human Services Agency recommending the Board:

- 1) Make findings in accordance with County Ordinance 3.13.030 (f) that it is appropriate to contract with Ellis Planning Associates, Inc., for external evaluation of the Tobacco Control Program because the California Department of Public Health, California Tobacco Control Program, requires that these services be provided through a contract with an outside evaluator;
- 2) Approve and authorize the Chair to sign Amendment I to Agreement for Services 2892, with no change to the maximum obligation of \$62,532, to extend the term by six months for a new termination date of December 31, 2021; and
- 3) Authorize the Purchasing Agent to sign future amendments that do not extend the term or increase the maximum obligation, and contingent upon approval by County Counsel and Risk Management.

**FUNDING:** State Funding.

**DISCUSSION / BACKGROUND:**

The Health and Human Services Agency (HHS) is the Local Lead Agency (LLA) for the County's Tobacco Control Program. The 2017 - 2021 Local Lead Agency Comprehensive Tobacco Control Plan Guidelines issued by California Department of Public Health, California Tobacco Control Program (CDPH), contains the requirement that the County's Tobacco Control Program contract with an outside evaluator to provide an unbiased evaluation of said Program. HHS entered into Agreement 2892 with Ellis Planning Associates, Inc. for the term of July 1, 2018 through June 30, 2021.

Due to the impact of the COVID-19 pandemic that started in early 2020, CDPH issued Program Letter 20-02 on July 17, 2020 implementing a six-month extension to the 2017-2021 LLA Plans that were originally scheduled to end on June 30, 2021. The six-month extension was implemented in an effort to provide LLAs with adequate time to complete the Communities of Excellence (CX) needs assessment and develop a comprehensive tobacco control plan with full participation of community members. Due to the six-month extension, the LLA Plan will end on December 31, 2021.

Agreement 2892 is being amended to extend the term for six months for a new termination date of December 31, 2021 to align with CDPH's six-month extension of the 2017-2021 LLA Plan. According to CDPH Program Letter 20-03 dated August 27, 2020, \$150,000 is the estimated amount of funds to be received for the six-month extension (first and second quarter of Fiscal Year 2021-2022). This is the same amount as for Fiscal Year 2020-21. As the new term will exceed three years, Amendment I is being brought to the Board for approval per Procurement Policy C-17 section 4.5 Contract Term.

**ALTERNATIVES:**

Should the Board decline to approve this recommendation, HHS will be out of compliance with CDPH's requirement to contract with an evaluation consultant.

**PRIOR BOARD ACTION:**

N/A

**OTHER DEPARTMENT / AGENCY INVOLVEMENT:**

County Counsel, Risk Management, and Human Resources.

**CAO RECOMMENDATION:**

Approve as recommended.

**FINANCIAL IMPACT:**

Sufficient appropriations are included in the Fiscal Year 2020-21 Budget and have been requested for inclusion in the FY 2021-22 Budget. There is no impact to Net County Cost as a result of this item.

**CLERK OF THE BOARD FOLLOW UP ACTIONS**

- 1) Clerk of the Board to obtain the Chair's signature on two (2) originals of Amendment I to Agreement 2892; and
- 2) Clerk of the Board to return one (1) fully executed original Amendment I to HHSA Contracts Unit, 3057 Briw Road.

**STRATEGIC PLAN COMPONENT:**

County Strategic Goal: "Healthy Communities."

**CONTACT**

Don Semon, Director