

**SUBMITTAL TO THE BOARD OF SUPERVISORS  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

430



**FROM:** Department of Public Health

**SUBMITTAL DATE:**  
July 12, 2013

**SUBJECT:** Ratify and approve the Sole Source Agreements with City of Riverside, Riverside Unified School District, Riverside County Child Care Consortium and Riverside Community Health Foundation for HEAL Zone Initiative.

**RECOMMENDED MOTION:** That the Board of Supervisors:

- 1) Ratify the following sole source agreements for the period of performance of April 1, 2013 through March 31, 2016 as follows:
  - a) City of Riverside, Parks, Recreation and Community Services District in the amount of two hundred and sixty thousand dollars (\$260,000);
  - b) City of Riverside, Planning and Neighborhood Division, Community Development in the amount of fifty-four thousand dollars (\$54,000);
  - c) Riverside Unified School District in the amount of eighty seven thousand and five dollars (\$87,005);
  - d) Riverside County Child Care Consortium in the amount of fifteen thousand dollars (\$15,000);

(continue on page 2)

FISCAL PROCEDURES APPROVED  
PAUL ANGULO, CPA, AUDITOR-CONTROLLER

GH:nw

BY: Lisette Rose 8/5/13

Susan D. Harrington

Susan D. Harrington, Director  
Department of Public Health

**FINANCIAL DATA**

Current F.Y. Total Cost:	\$ 230,762	In Current Year Budget:	Yes
Current F.Y. Net County Cost:	\$ 0	Budget Adjustment:	No
Annual Net County Cost:	\$ 0	For Fiscal Year:	13/14

**SOURCE OF FUNDS:** 100% funded by the Kaiser Foundation Hospitals, Southern California Region, Community Benefit Charitable Contributions Program.

Positions To Be Deleted Per A-30	<input type="checkbox"/>
Requires 4/5 Vote	<input type="checkbox"/>

**C.E.O. RECOMMENDATION:**

APPROVE

BY: Debra Courmoyer  
Debra Courmoyer

**County Executive Office Signature**

FORM APPROVED COUNTY COUNSEL  
 BY: NEAL R. KIPNIS DATE \_\_\_\_\_  
 Departmental Concurrence  
 Purchasing: Mark Seiler Assistant Director

Dep't Recomm.:  Consent  Policy   
 Part. Exec. Ofc.:  Consent  Policy

Prev. Agn. Ref.: 2/28/12 3.25

District: 1/1

Agenda Number:

3-61

ATTACHMENTS FILED  
WITH THE CLERK OF THE BOARD

**SUBJECT:** Ratify and approve the Sole Source Agreements with, City of Riverside, Riverside Unified School District, Riverside County Child Care Consortium and Riverside Community Health Foundation for HEAL Zone Initiative.

**RECOMMENDED MOTION (continued):**

- e) Riverside Community Health Foundation in the amount of two hundred and four thousand five hundred and fifty one dollars (\$204,551);
2. Authorize the Chairman of the Board of Supervisors to sign four (4) originals of each agreement; and
3. Authorize the Purchasing Agent, in accordance with Ordinance No. 459, to exercise the renewal option, based on the availability of fiscal funding, and to sign amendments that do not change the substantive terms of the agreement, including amendments to the compensation provisions that do not exceed the annual rates.

**BACKGROUND:**

The Board of Supervisors approved item 3.25 on February 28, 2012, a multi-year Agreement, with Kaiser Permanente for the Eastside Healthy Eating Active Living (HEAL) Zone Initiative. The Agreement enables the Department of Public Health (DOPH) to support the Riverside County Health Coalition in the planning and implementation of community-specific strategies that address behavioral goals related to obesity prevention. Specifically, the Agreement seeks to increase consumption of healthy food and beverages, decrease calorie consumption and increase physical activity among Riverside Eastside community residents.

These sole source agreements are the key partners Kaiser Permanente has identified as part of their Community Action Plan for the Eastside HEAL Zone Initiative.

**PRICE REASONABLENESS:**

Funding levels for each award are based on level of services specified in their individual work plan. Pricing is based on similar agreements with similar level of services and scopes of work such as Regional Access Project and Palm Springs Unified School District.

**FINANCIAL DATA:**

Table below outlines how the funds are distributed over the four year term of the agreements. A total of \$620,556 will be awarded between the five (5) sole sources. Agreements are for federal fiscal years. All costs associated with these agreements will be fully funded by the Kaiser Permanente Eastside HEAL Zone Initiative.

**FORM 11**  
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**SUBJECT:** Ratify and approve the Sole Source Agreements with, City of Riverside, Riverside Unified School District, Riverside County Child Care Consortium and Riverside Community Health Foundation for HEAL Zone Initiative.

**FINANCIAL DATA (continued):**

Agreement Awards – Federal Fiscal Year

<b>Subcontractor</b>	<b>FFY12/13</b>	<b>FFY13/14</b>	<b>FFY14/15</b>	<b>FFY15/16</b>	<b>Total</b>
City of Riverside Parks, Recreation and Community Service	\$56,000	\$103,000	\$92,000	\$9,000	\$260,000
City of Riverside, Community Development	\$9,000	\$18,000	\$18,000	\$9,000	\$54,000
Riverside Unified School District	\$29,968	\$29,437	\$27,600	\$ -	\$87,005
Riverside County Child Care Consortium	\$2,500	\$5,000	\$5,000	\$2,500	\$15,000
Riverside Community Health Foundation	\$30,151	\$74,500	\$74,500	\$25,400	\$204,551
<b>TOTAL</b>	<b>\$127,619</b>	<b>\$229,937</b>	<b>\$217,100</b>	<b>\$45,900</b>	<b>\$620,556</b>

Funding by County Fiscal Year

<b>Subcontractor</b>	<b>FY12/13</b>	<b>FY13/14</b>	<b>FY14/15</b>	<b>FY15/16</b>	<b>Total</b>
City of Riverside Parks, Recreation and Community Service	\$41,000	\$99,750	\$94,750	\$24,500	\$260,000
City of Riverside Community Development	\$4,500	\$18,000	\$18,000	\$13,500	\$54,000
Riverside Unified School District	\$14,984	\$37,062	\$28,059	\$6,900	\$87,005
Riverside County Child Care Consortium	\$1,250	\$5,000	\$5,000	\$3,750	\$15,000
Riverside Community Health Foundation	\$15,076	\$70,951	\$74,500	\$44,025	\$204,551
<b>TOTAL</b>	<b>\$76,810</b>	<b>\$230,762</b>	<b>\$220,309</b>	<b>\$92,675</b>	<b>\$620,556</b>

Date: July 1, 2013  
From: Susan D. Harrington, Director Department/Agency: Department of Public Health  
To: Board of Supervisors/Purchasing Agent  
Via: Purchasing Agent  
Subject: Sole Source Procurement; Request for Riverside Community Health Foundation (RCHF)

The below information is provided in support of my Department requesting approval for a sole source. Outside of a duly declared emergency, the time to develop a statement of work or specifications is not in itself justification for sole source.

- 1. Supply/Service being requested:** An Agreement to implement community engagement and leadership team facilitation during the Eastside Healthy Eating Active Living (HEAL) Zone Initiative. Facilitator will educate residents and partners about HEAL Zone framework.
- 2. Supplier being requested:** Riverside Community Health Foundation
- 3. Alternative suppliers that can or might be able to provide supply/service:** None, Kaiser Permanente, the grant provider for Department of Public Health's (DOPH) HEAL Zone has identified RCHF as a key partner in DOPH's HEAL Zone Work Plan. Activity 2.3 of the Work Plan specifies RCHF as a subcontractor for these services. RCHF performed similar functions during the planning phase of the Eastside HEAL Zone Initiative.
- 4. Extent of market search conducted:** Market research was conducted using the Internet as well as recommendations from the grant provider, Kaiser Permanente. RCHF has long standing involvement in the Eastside community. They have the infrastructure and community connections necessary to successfully fulfill the work plan requirements for this initiative within the restricted timeline.
- 5. Unique features of the supply/service being requested from this supplier, which no alternative supplier can provide:** Riverside Community Health Foundation (RCHF) was involved during the planning phase of the Eastside HEAL Zone Initiative. RCHF's involvement with the target community is extensive and makes them uniquely qualified to immediately begin implementation of the Kaiser Permanente Work Plan. RCHF is the only agency serving the community that has worked extensively with the Health Coalition providing facilitation and leadership services in association with the Eastside HEAL Zone Initiative.
- 6. Reasons why my department requires these unique features and what benefit will accrue to the county:** The funding is intended to support the collaboration between DOPH and Kaiser Permanente for the Eastside HEAL Zone initiative implementing community specific strategies that focus on promoting healthy eating and active living within the Riverside Eastside community.
- 7. Price Reasonableness including purchase price and any ongoing maintenance or ancillary costs from the supplier:** This is 100% grant funded through Kaiser Permanente. RCHF will be funded \$204,551 based on the level of services indicated in the work plan specified by our funding agreement with Kaiser Permanente. Pricing is based on similar agreements, Regional Access Project and Palm Springs Unified School District, with similar level of services and scopes of work such as program coordinator hourly rate, office supplies, postage rates, printing costs, mileage and other items needed to complete scope of work.



Date: July 1, 2013

From: Susan D. Harrington, Director Department/Agency: Department of Public Health

To: Board of Supervisors/Purchasing Agent

Via: Purchasing Agent

Subject: Sole Source Procurement; Request for Riverside Unified School District (RUSD)

The below information is provided in support of my Department requesting approval for a sole source. Outside of a duly declared emergency, the time to develop a statement of work or specifications is not in itself justification for sole source.

- 1. Supply/Service being requested:** An Agreement with RUSD as a partner in the Eastside Healthy Eating Active Living (HEAL) Zone Initiative to improve school and district policies relating to healthy eating and active living emphasizing increase consumption of healthy foods and beverages and increase physical activity for children attending school in the Eastside HEAL Zone community.
- 2. Supplier being requested:** Riverside Unified School District
- 3. Alternative suppliers that can or might be able to provide supply/service:** None. RUSD jurisdiction includes the Eastside HEAL Zone community. There are no other school districts within the targeted community. Kaiser Permanente, the grant provider for Department of Public Health's (DOPH) HEAL Zone, has identified RUSD as a key partner in our HEAL Zone Work Plan.
- 4. Extent of market search conducted:** Market research was conducted using the Internet as well as recommendations from the grant provider, Kaiser Permanente. RUSD is the only school district serving the Heal Zone Eastside Community. RUSD has long standing involvement in the Eastside community. They have the infrastructure and community connections necessary to successfully fulfill the work plan requirements for this initiative within the restricted timeline.
- 5. Unique features of the supply/service being requested from this supplier, which no alternative supplier can provide:** Riverside Unified School District has oversight of the seven (7) schools serving students who live within the targeted Eastside community (Alcott, Castle View, Emerson, Longfellow, Magnolia, Pachappa and Taft). It is uniquely qualified to ensure policy change among these schools which fall under its jurisdiction. RUSD has been recognized nationally for their support of locally-grown foods, use of school garden produce, and integrating nutrition into the classroom through chefs, nutritionists, farmers and health-promoting organizations.
- 6. Reasons why my department requires these unique features and what benefit will accrue to the county:** The funding is intended to support the collaboration between DOPH and Kaiser Permanente for the Eastside HEAL Zone initiative implementing community specific strategies that focus on promoting healthy eating and active living within the Riverside Eastside community.
- 7. Price Reasonableness including purchase price and any ongoing maintenance or ancillary costs from the supplier:** This is 100% grant funded through Kaiser Permanente. RUSD will be funded \$87,005 based on the level of services indicated in the work plan specified by our funding agreement with Kaiser Permanente. Pricing is based on similar agreements, Regional Access Project and Palm Springs Unified School District, with similar level of services and scopes of work such as program coordinator hourly rate, office supplies, postage rates, printing costs, mileage and other items needed to complete scope of work.
- 8. Does moving forward on this product or service further obligate the county to future similar contractual arrangements or any ongoing costs affiliated with this sole source? (Maintenance,**

support, or upgrades, if so, please explain). No, the County is not under any obligation to any future contractual arrangements with this service.

**9. Period of Performance:** April 1, 2013 through March 31, 2016

*(Provide a defined period of performance. Please note multi-year terms require Board approval, unless renewable in one year increments and the Purchasing Agent approves the terms.)*

Ansau D. Hargston 7/12/13  
**Department Head Signature** **Date**

Purchasing Department Comments:

<u>Approve</u>	Approve with Condition/s	Disapprove
Not to exceed: \$ <u>87005</u>	One time <u>Aggregate</u>	Annual Amount through <u>8-31-16</u>
<u>M. P. De</u>	<u>7-25-13</u>	<u>14-073</u>
<b>Purchasing Agent</b>	<b>Date</b>	<b>Approval Number</b> (Reference on Purchasing Documents)

Date: July 1, 2013  
From: Susan D. Harrington, Director Department/Agency: Department of Public Health  
To: Board of Supervisors/Purchasing Agent  
Via: Purchasing Agent  
Subject: Sole Source Procurement; City of Riverside, Parks, Recreation and Community Services

The below information is provided in support of my Department requesting approval for a sole source. Outside of a duly declared emergency, the time to develop a statement of work or specifications is not in itself justification for sole source.

1. **Supply/Service being requested:** An Agreement with Riverside Parks, Recreation and Community Services to participate in the Eastside Healthy Eating Active Living (HEAL) Zone Initiative. Capital improvement projects as well as promotion of park usage and community youth engagement in the HEAL Zone community will be funded.
2. **Supplier being requested:** City of Riverside Parks, Recreation and Community Services
3. **Alternative suppliers that can or might be able to provide supply/service:** None, Kaiser Permanente, the grant provider for Department of Public Health's (DOPH) HEAL Zone has identified Riverside Parks, Recreation and Community Services as a key partner in the Eastside HEAL Zone Work Plan. Riverside Parks, Recreation and Community Services is responsible for the city parks within the HEAL Zone community being targeted. Funding will be used for the promotion of physical activity within the parks and capital improvement projects.
4. **Extent of market search conducted:** The Eastside HEAL Zone Initiative funded by Kaiser Permanente requires partnership with city parks. Riverside Parks, Recreation and Community Services Department, is the sole agency responsible for city parks within the targeted community. No market search was conducted.
5. **Unique features of the supply/service being requested from this supplier, which no alternative supplier can provide:** Riverside Parks, Recreation and Community Services, the only agency able to implement change within the targeted community city parks, is uniquely qualified to implement the HEAL Zone work plan objectives associated with the parks.
6. **Reasons why my department requires these unique features and what benefit will accrue to the county:** The funding is intended to support the collaboration between DOPH and Kaiser Permanente for the Eastside HEAL Zone initiative implementing community specific strategies that focus on promoting healthy eating and active living within the Riverside Eastside community.
7. **Price Reasonableness including purchase price and any ongoing maintenance or ancillary costs from the supplier:** This is 100% grant funded through Kaiser Permanente. Parks and Recreation will be funded \$260,000 based on the level of services indicated in the work plan specified by our funding agreement with Kaiser Permanente. Pricing is based on similar agreements, Regional Access Project and Palm Springs Unified School District, with similar level of services and scopes of work such as program coordinator hourly rate, office supplies, postage rates, printing costs, mileage and other items needed to complete scope of work.



8. Does moving forward on this product or service further obligate the county to future similar contractual arrangements or any ongoing costs affiliated with this sole source? (Maintenance, support, or upgrades, if so, please explain). No, the County is not under any obligation to any future contractual arrangements with this service.

9. Period of Performance: April 1, 2013 through March 31, 2016

(Provide a defined period of performance. Please note multi-year terms require Board approval, unless renewable in one year increments and the Purchasing Agent approves the terms.)

Susan D. Hangton 7/12/13  
Department Head Signature Date

Purchasing Department Comments:

Approve Approve with Condition/s Disapprove  
Not to exceed: \$ 200,000 One time Aggregate Annual Amount through 3-31-16  
[Signature] 7-25-13 14-074  
Purchasing Agent Date Approval Number  
(Reference on Purchasing Documents)

Date: July 1, 2013  
From: Susan D. Harrington, Director Department/Agency: Department of Public Health  
To: Board of Supervisors/Purchasing Agent  
Via: Purchasing Agent  
Subject: Sole Source Procurement; City of Riverside Community Development

The below information is provided in support of my Department requesting approval for a sole source. Outside of a duly declared emergency, the time to develop a statement of work or specifications is not in itself justification for sole source.

1. **Supply/Service being requested:** An Agreement with the City of Riverside to implement community engagement for the Eastside Healthy Eating Active Living (HEAL) Zone Initiative. Eastside HEAL Zone Initiative will advocate for environmental and policy changes and organizes residents around healthy eating and active living activities.
2. **Supplier being requested:** City of Riverside Community Development
3. **Alternative suppliers that can or might be able to provide supply/service:** None, Kaiser Permanente, the grant provider for Department of Public Health's (DOPH) HEAL Zone, has identified the Eastside community in the City of Riverside as a HEAL Zone. The City of Riverside is the only city that encompasses the Eastside community.
4. **Extent of market search conducted:** The Eastside HEAL Zone Initiative funded by Kaiser Permanente requires partnership with city community development. City of Riverside Community Development is the sole agency responsible for community development within the targeted community. No market search was conducted.
5. **Unique features of the supply/service being requested from this supplier, which no alternative supplier can provide:** The City of Riverside is uniquely qualified as the only city government over the community of Eastside to implement policy change related to the HEAL Zone Initiative. There is no other city government within the community of Eastside able to provide similar services.
6. **Reasons why my department requires these unique features and what benefit will accrue to the county:** The funding is intended to support the collaboration between DOPH and Kaiser Permanente for the Eastside HEAL Zone initiative implementing community specific strategies that focus on promoting healthy eating and active living within the Riverside Eastside community.
7. **Price Reasonableness including purchase price and any ongoing maintenance or ancillary costs from the supplier:** This is 100% grant funded through Kaiser Permanente. City of Riverside will be funded \$54,000 based on the level of services indicated in the work plan specified by our funding agreement with Kaiser Permanente. Pricing is based on similar agreements, Regional Access Project and Palm Springs Unified School District, with similar level of services and scopes of work such as program coordinator hourly rate, office supplies, postage rates, printing costs, mileage and other items needed to complete scope of work.
8. **Does moving forward on this product or service further obligate the county to future similar contractual arrangements or any ongoing costs affiliated with this sole source? (Maintenance, support, or upgrades, if so, please explain).** No, the County is not under any obligation to any future contractual arrangements with this service.

9. **Period of Performance:** April 1, 2013 through March 31, 2016

(Provide a defined period of performance. Please note multi-year terms require Board approval, unless renewable in one year increments and the Purchasing Agent approves the terms.)

Susan D. Harrington 7/12/13  
Department Head Signature Date

Purchasing Department Comments:

<u>Approve</u>	Approve with Condition/s	Disapprove
Not to exceed: \$ <u>54,000</u>	One time	<u>Aggregate</u> Annual Amount through <u>3-31-2016</u>
<u>M. D. L.</u>	<u>7-25-13</u>	<u>14-072</u>
Purchasing Agent	Date	Approval Number (Reference on Purchasing Documents)

Date: July 1, 2013

From: Susan D. Harrington, Director Department/Agency: Department of Public Health

To: Board of Supervisors/Purchasing Agent

Via: Purchasing Agent

Subject: Sole Source Procurement; Request for Riverside County Child Care Consortium

The below information is provided in support of my Department requesting approval for a sole source. Outside of a duly declared emergency, the time to develop a statement of work or specifications is not in itself justification for sole source.

1. **Supply/Service being requested:** An Agreement with Riverside County Child Care Consortium (RCCCC) to implement the Nutrition and Physical Activity Self-Assessment for Child Care (NAP SACC) Program as part of the Eastside Healthy Eating Active Living (HEAL) Zone Initiative.
2. **Supplier being requested:** Riverside County Child Care Consortium
3. **Alternative suppliers that can or might be able to provide supply/service:** There are no known agencies serving the child care providers within the targeted community that are implementing the NAP SACC program. Kaiser Permanente, the grant provider for Department of Public Health's (DOPH) HEAL Zone, has identified RCCCC as a key partner in DOPH's HEAL Zone Work Plan.
4. **Extent of market search conducted:** Market research was conducted using the Internet as well as recommendations from the grant provider, Kaiser Permanente. RCCCC is the only agency working with the NAP SACC program and serving the Riverside Eastside community.
5. **Unique features of the supply/service being requested from this supplier, which no alternative supplier can provide:** RCCCC's current involvement with the NAP SACC program and their connections to the child care providers within the targeted community, make them uniquely qualified to immediately begin implementation of the Kaiser Permanente Eastside HEAL Zone Work Plan. RCCCC provides advocacy and resources in the establishment and support of quality, affordable and accessible child care services for children and families in Riverside County through community partnerships.
6. **Reasons why my department requires these unique features and what benefit will accrue to the county:** The funding is intended to support the collaboration between DOPH and Kaiser Permanente for the Eastside HEAL Zone initiative implementing community specific strategies that focus on promoting healthy eating and active living within the Riverside Eastside community.
7. **Price Reasonableness including purchase price and any ongoing maintenance or ancillary costs from the supplier:** This is 100% grant funded through Kaiser Permanente. RCCCC will be funded \$15,000 based on the level of services indicated in the work plan specified by our funding agreement with Kaiser Permanente. Pricing is based on similar agreements, Regional Access Project and Palm Springs Unified School District, with similar level of services and scopes of work such as program coordinator hourly rate, office supplies, postage rates, printing costs, mileage and other items needed to complete scope of work.
8. **Does moving forward on this product or service further obligate the county to future similar contractual arrangements or any ongoing costs affiliated with this sole source? (Maintenance,**

support, or upgrades, if so, please explain). No, the County is not under any obligation to any future contractual arrangements with this service.

9. **Period of Performance:** April 1, 2013 through March 31, 2016

(Provide a defined period of performance. Please note multi-year terms require Board approval, unless renewable in one year increments and the Purchasing Agent approves the terms.)

Susan D. Harrington 7/12/13  
Department Head Signature Date

Purchasing Department Comments:

Approve                      Approve with Condition/s                      Disapprove  
Not to exceed: \$ 15,000                      One time                      Aggregate Annual Amount through 3-31-2016  
[Signature]                      July 25, 13                      14-071  
Purchasing Agent                      Date                      Approval Number  
(Reference on Purchasing Documents)