

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



**ITEM: 3.76
(ID # 22174)**

MEETING DATE:

Tuesday, June 27, 2023

FROM : RUHS-PUBLIC HEALTH:

SUBJECT: RIVERSIDE UNIVERSITY HEALTH SYSTEM-PUBLIC HEALTH: Ratify and Approve Amendment No. 1 to the Professional Service Agreement with HARC Inc. for the Riverside County COVID-19 Needs Assessment to Increase the Maximum Aggregate Amount by \$80,000 Without Seeking Competitive Bids. All Districts. [Total Amended Aggregate Amount: \$679,754; up to \$67,976 in additional compensation - 100% Federal]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Ratify and approve Amendment No. 1 to the Professional Service Agreement with HARC Inc. for Riverside County COVID-19 Needs Assessment to increase the maximum aggregate amount by \$80,000 from \$599,754 to \$679,754, without seeking competitive bids;
2. Authorize the Chair of the Board to sign the Amendment on behalf of the County; and
3. Authorize the Director of Public Health, or designee, or Purchasing Agent, in accordance with Ordinance No. 459, based on the availability of fiscal funding and as approved as to form by County Counsel to: (a) sign amendments that exercise the options of the agreement, including modifications to the statement of work and period of performance, that stay within the intent of the Agreement; and (b) sign amendments to the compensation provisions that do not exceed the sum total of ten percent (10%) of the total aggregate cost of the agreement.

ACTION:Policy



Kim Saruwatari, Director of Public Health 6/14/2023

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Perez, seconded by Supervisor Spiegel and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Jeffries, Spiegel, Washington, Perez and Gutierrez
Nays: None
Absent: None
Date: June 27, 2023
xc: RIHS-PH

Kimberly A. Rector
Clerk of the Board

By: 
Deputy

**SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,
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FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$80,000	\$0	\$80,000	\$0
NET COUNTY COST	\$0	\$0	\$0	\$0
SOURCE OF FUNDS: 100% Federal			Budget Adjustment: No	
			For Fiscal Year: 22/23	

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

Riverside University Health System-Public Health (RUHS-PH) aims to address delays in COVID-19 data collection, data analysis and the creation of strategic reports outlining the results of the community needs assessment by commissioning Health Assessment and Research for Communities (HARC). An agreement has already been established with HARC to assist RUHS-PH in implementing a countywide community needs assessment to document the impact of the COVID-19 pandemic on physical and mental health outcomes and highlight the most pressing health needs of Riverside County residents. Due to COVID-19 reassignment of the County's surveillance staff, the County does not have the capacity to develop, implement and disseminate a countywide needs assessment.

HARC is a leading expert in Riverside County for data analysis and needs assessment. Early on during the pandemic, HARC conducted a COVID-19 needs assessment for the eastern region of Riverside County. This prior experience is beneficial to the County for developing and implementing countywide needs assessment for COVID-19 and other related health and wellbeing indicators.

Impact on Residents and Businesses

Through RUHS-PH commissioning HARC to gather, analyze, and produce data and a community needs assessment for COVID-19, the residents of Riverside County has seen a positive impact in their overall physical and mental health. The community needs assessment that HARC provides will ensure that the County has the most accurate data to meet the needs of the residents of Riverside County. This data will continue to assist the County's efforts to provide critical resources to local health departments in support of a broad range of COVID-19/SARSCoV-2 testing and epidemiologic surveillance related activities, including the establishment of modernized public health surveillance systems.

Additional Fiscal Information

The total aggregated amount for the original agreement was \$599,754; this amendment will provide an increase of \$80,000 totaling an aggregate amount of \$679,754. The increase to the total aggregate cost is required in order for HARC Inc. to provide additional services for this project. There is no impact to County General Funds for this agreement. The request before the Board includes \$69,976 in additional compensation in the event of a need to increase services.

SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,
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Contract History and Price Reasonableness

On August 2, 2022, on Minute Order 3.27, the Board of Supervisors approved the Professional Service Agreement with HARC, Inc. for COVID-19 Needs Assessment without seeking competitive bids. The costs were originally 100% funded and reimbursed through the GovOPS Grant; pre-survey incentives were not allowed during the initial execution of the agreement. Additional funding has since become available to allow for pre-survey incentives through the GovOPS grant. This amendment will help reduce non-response bias and increase the validity of data gathered for the community needs assessment. HARC will provide pre-survey incentives to the randomly selected survey participants. HARC will utilize a \$2 pre-incentive sent with each of the 40,000 initial invitations which has previously been shown to be effective in garnering more response from the community.

ATTACHMENTS:

ATTACHMENT A. Amendment No. 1 to the Professional Service Agreement with HARC Inc.

ATTACHMENT B. Single Source Justification Form


Suzanna Hackley, Assistant Director of Purchasing and Fleet Service

6/14/2023


Douglas Ordonez Jr.

6/19/2023


Gregg Gu, Chief Deputy County Counsel

6/14/2023

AMENDMENT NO. 1 TO THE PROFESSIONAL SERVICE AGREEMENT FOR
RIVERSIDE COUNTY COVID-19 NEEDS ASSESSMENT
BETWEEN
COUNTY OF RIVERSIDE AND HARC INC.

Original Contract Term:	July 1, 2022, through June 30, 2023
Effective Date of Amendment:	November 1, 2022
Original Total Contract Amount:	\$599,754
Amended Total Contract Amount:	\$679,754 (increase of \$80,000)
Contract ID:	22-059

This Amendment No. 1 to the Professional Service Agreement for Riverside County COVID-19 Needs Assessment (“Amendment No. 1”) is effective as of November 1, 2022 (“Effective Date”), by and between the COUNTY OF RIVERSIDE, a political subdivision of the State of California, on behalf of its Riverside University Health System – Public Health (“COUNTY” or “RUHS-PH”), and HARC INC., a California nonprofit corporation (“CONTRACTOR”). COUNTY and CONTRACTOR are collectively referred to as the “Parties” and individually as the “Party”.

RECITALS

WHEREAS, the Parties entered into that certain Professional Service Agreement for Riverside County COVID-19 Needs Assessment on August 2, 2022, and effective as of July 1, 2022 through June 30, 2023 (the “Agreement”);

WHEREAS, the Parties now desire to, amend the maximum aggregate compensation, replace Exhibits A and B, and add Exhibit A-2 to the Agreement.

NOW, THEREFORE, in consideration of the foregoing, and the promises and mutual covenants and conditions hereinafter set forth, the Parties hereby do agree as follows:

- 1. Recitals.** The recitals set forth above are true and correct and incorporated herein by this reference.
- 2. Compensation.** The second sentence in Section 3.1 is deleted in its entirety and replaced with the following:

“Maximum payments by COUNTY to CONTRACTOR shall not exceed the aggregate amount of SIX HUNDRED SEVENTY-NINE THOUSAND SEVEN HUNDRED FIFTY-FOUR DOLLARS (\$679,754), including all expenses.”
- 3. Exhibit A, Scope of Service.** Exhibit A from the agreement is hereby deleted in its entirety and replaced with the revised “**Exhibit A-1, Scope of Service**” attached hereto and incorporated by this reference.
- 4. Exhibit A-2, Scope of Service.** Exhibit A-2 attached hereto, is added to the Agreement and incorporated by this reference.
- 5. Exhibit B, Payment Provisions.** Exhibit B is hereby deleted in its entirety and replaced with the revised “**Exhibit B-1, Payment Provisions**” attached hereto and incorporated by this reference.

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6. **Miscellaneous.** All other terms and conditions of the Amendment No. 1 not modified herein shall remain unchanged.
7. **Effective Date.** This Amendment No. 1 shall be effective as of November 1, 2022.

[Signature Page Follows]

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IN WITNESS WHEREOF, the Parties hereto have caused their duly authorized representatives to execute this Amendment No. 1.

COUNTY OF RIVERSIDE, a political
subdivision of the State of California

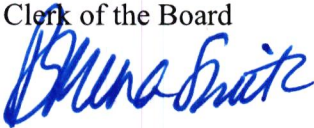
HARC INC., a California non-profit
corporation

By: 
Kevin Jeffries, Chair
Board of Supervisors

By: Jenna LeComte-Hinely
Jenna LeComte-Hinely
Chief Executive Officer

Dated: 6/27/23

Dated: _____

ATTEST:
Kimberly Rector
Clerk of the Board


APPROVED AS TO FORM:
Minh C. Tran
County Counsel
Esen Sainz
By: _____
Esen Sainz
Deputy County Counsel

JUN 27 2023 3:70

AMENDMENT NO. 1 TO THE PROFESSIONAL SERVICE AGREEMENT FOR
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Exhibit A-1
Scope of Services

EXHIBIT A-1 SERVICES TO BE PROVIDED UNDER GRANT #HS100183

CONTRACTOR shall work collaboratively with RUHS – Public Health to produce a follow-up to the Riverside County COVID-19 Needs Assessment released in 2022. This current project shall span July 1, 2022 to June 30, 2023.

1. Survey Methods

1.1 The survey shall be revised from the original 100-item survey. It shall cover many of the same topics, including:

- Demographics (e.g., race, ethnicity, composition of household, location in the County, income level, etc.)
- COVID-19-related needs (financial support, teaching support, etc.)
- COVID-19-related behaviors (masking, social distancing, vaccine uptake, etc.).
- Post-COVID-19 symptoms (i.e. “long” COVID)
- Adverse Childhood Experiences (ACEs)-related questions on resiliency
- Community Health Assessment (CHA)-related content

1.2 The current study survey shall be no more than 125 questions (the Pilot study survey was 100 questions). The majority of questions shall be close-ended quantitative questions (e.g., agree/disagree scales, yes/no, multiple choice, etc.), supplemented by up to 10 open-ended questions where participants have the opportunity to share their experiences in their own words. CONTRACTOR shall strive to make the language as simple as possible to accommodate individuals with low literacy levels. The survey shall be translated into Spanish as well.

1.3 Surveys shall be disseminated to 40,000 randomly selected residential addresses throughout Riverside County. Each survey shall have a unique identification code printed on the cover; this ensures that the survey cannot be duplicated/taken multiple times. It also allows for geographic mapping of the results based on address of the participant. Any individual in the home that is age 18 or older is eligible to take the

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survey; thus, each survey shall represent one household. The launch of data collection shall occur in early September 2022; CONTRACTOR shall close data collection at the end of the calendar year.

1.4 In order to boost response rates in this Current study study, HARC shall enact these two methods changes:

- Conduct data collection four months (September to December) vs. two months from Pilot study (mid-September to mid-November)
- Send two reminders to non-responders (one month between each) vs. the single reminder sent out from Pilot study

2. Survey Incentives

2.1 During Pilot study, CONTRACTOR conducted a pilot survey to determine what method would generate the largest response rate. To run the pilot study, HARC and Ace Printing pulled a random selection of 3,000 Riverside County households. CONTRACTOR then created six survey conditions and sent invitations to 500 households. The six conditions were:

- Paper survey – \$2 pre-incentive
- Paper survey – \$25 promised incentive (Visa gift card)
- Paper survey – \$25 promised and \$2 pre-incentive
- Go online – \$2 pre-incentive
- Go online – \$25 promised incentive (Visa gift card)
- Go online – \$25 promised (Visa gift card) and \$2 pre-incentive included

2.2 Invitations went out in July 2021. Residents had between 2 weeks to one month to complete the survey and return it. See Table 1 for response rates from the pilot project.

3. Response Rates for Pilot Study

Survey Condition	Completed Surveys Rec'd	Response Rate
C. Paper survey – \$25 promised and \$2 pre-incentive	90	18.0%
A. Paper survey – \$2 pre-incentive	77	15.4%

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F. Go online – \$25 promised (Visa gift card) and \$2 pre-incentive included	70	14.0%
B. Paper survey – \$25 promised incentive (Visa gift card)	65	13.0%
E. Go online – \$25 promised incentive (Visa gift card)	46	9.2%
D. Go online – \$2 pre-incentive	46	9.2%
Grand Total	394	-

3.1 Based on the results of the pilot study, HARC and RUHS chose to use “Condition C”, the paper survey/\$2 pre-incentive/\$25 post-incentive method for the Pilot study study. Residents were given approximately one month before they were categorized as “non-responders” and were sent a reminder package. One reminder was provided; the entire data collection for Pilot study took approximately two months. The final sample size was 9,231, a response rate of approximately 21.5%.

3.2 The participants shall be offered a lottery-style post-incentive. Specifically, the introduction letter shall inform potential participants that ten participants shall be randomly selected to win a \$100 Visa card. CONTRACTOR shall cover the cost of this lottery-style post-incentive (\$1,000) as an in-kind donation to the project.

4. Data Cleaning, Analysis, and Report-Writing

4.1 Incoming paper surveys shall be tracked and entered by CONTRACTOR’s data entry specialists and interns as they come in. After data collection is closed in December 2022, the ten winners shall be randomly selected, notified, and mailed their post-incentive courtesy of CONTRACTOR. In January, data shall be cleaned, including any reverse coding or scale score creation. Next, CONTRACTOR shall have a statistician weight the data to ensure it truly represents the County of Riverside.

4.2 CONTRACTOR shall create a report that is suitable for Public Health staff to read and understand, as well as anyone in the broader health and human services community. The report shall include descriptive statistics about the findings, as well as comparisons to the Pilot study results, and highlights of how things have changed over the course of a year.

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4.3 The narrative of the report shall be supplemented by tables, charts, maps, and/or other visual aids to enhance readability. CONTRACTOR shall also create an infographic version of the report that is suitable for the general public. The findings shall also be illustrated in custom art, provided by local artists who are residents of Riverside County, as in the Pilot study report. All materials shall utilize RUHS – Public Health’s color scheme and logo. RUHS – Public Health shall retain all intellectual property rights to all materials developed through this process (i.e., survey, dataset, report, infographic).

4.4 RUHS – Public Health shall have the opportunity to review the report and request additional deep dives or analyses before the report is finalized. CONTRACTOR shall provide the final report in PDF and Word formats. The infographic shall be provided in English and Spanish as PDFs and graphic files (e.g., JPG, PNG, etc.).

4.5 Finally, for the last month of the contract, CONTRACTOR shall create additional dissemination materials for the public. RUHS – Public Health can determine which would be ideal—e.g., podcast versions, social media content, video versions, etc.

5. Personnel Duties

Title	Person	Notes on Hours
Chief Executive Officer	Dr. Jenna LeComte-Hinely	Tasks: meeting with Public Health, leading internal team meetings, delegating tasks, monitoring progress, survey redesign/revision, coordinating with printer partner Ace Printing, finding artists for the report, coordinating work with artists, monitoring data collection, regular updates for Public Health, report editing, other deliverable editing. Average roughly 25 hours/month.
Director of Research	Dr. Cassandra Leier	Tasks: survey redesign/revision, monitoring data collection, some data entry, report writing, qualitative analyses of open-ended questions, creation of other deliverables (e.g., infographics, social media content, etc.), review and coordination of other team members' deliverables, etc. Average roughly 30 hours/month.

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Senior Research Associate	Chris Morin	Tasks: meeting with Public Health regularly, survey redesign/revision, monitoring data collection, some data entry, creation of analysis syntax, programming of SoGo for data entry, monitoring data entry specialists and supervising them, supervising the intern(s), downloading and cleaning the data, conducting quantitative analyses, creating the report framework, report writing, mapping data, creation of other deliverables (e.g., infographics, social media content, etc.), etc. Average roughly 40 hours/month.
Research Associate	Dr. Daniel Polk	Tasks: assist in survey redesign/revision, translation of survey into Spanish, back-translation of surveys/intro letters, programming surveys into SoGo for data entry, monitoring data collection, some data entry, report writing, qualitative analyses of open-ended questions, creation of other deliverables (e.g., infographics, social media content, etc.), etc. Average roughly 30 hours/month.
Research Assistant	Amairani Ramos	Tasks: assist in survey revision/development, translation of materials into Spanish, back-translation of surveys/intro letters, monitoring incoming surveys, tracking participants, some data entry, report-writing, infographic creation, other dissemination methods (e.g., podcast, social media content, etc.) creation. Average roughly 20 hours/month.
Administrative Manager	Theresa Sama	Tasks: contract management, monthly invoicing x 12 months, tracking receipts, managing incoming surveys, doing deposits for BRE at post office, collecting incoming surveys, dispatching surveys to data entry specialists, etc. Estimate 10 hours/month for general tasks, plus 30 hours/month for four months of data collection.
Data Entry Specialist	Rachel Leier	10 minutes/survey x 4,000 surveys = 667 hours
Data Entry Specialist	Matt Markofski	10 minutes/survey x 4,000 surveys = 667 hours

6. Other Costs

Other Personnel	Intern(s) through OneFuture	CONTRACTOR is utilizing the nonprofit OneFuture Coachella Valley as a "temp agency" for placing intern(s) and paying them as they get work experience at CONTRACTOR on this project. Interns get \$15/hour while OneFuture is paid \$23/hour to facilitate and manage the interns. OneFuture will charge a rate of \$23/hour, capped at 10 hours/week with a 40 hours/year maximum, per intern. A total of 10 interns will assist with
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		data entry, survey processing, creating reports, dissemination of materials, etc.
Data collection costs	Paper survey packet mailings and reminders from Ace Printing	Each paper survey package will include a cover letter, an English version of the survey, a Spanish version of the survey, and a pre-stamped, pre-addressed return envelope. Includes nonprofit discount postage rate. Includes sending it out to up to 40,000 initial invite, 37,000 for the first reminder, and 34,000 for the second reminder. Ace Printing charges \$2.25/survey package, inclusive of printing, stuffing, and postage.
	Return postage	Business return envelope (BRE) license renewal is \$250/year, and then 75 cents per returned survey (x 9,000 returned surveys)
Other costs	Data weighting	Hiring Brian Kriz, statistician, to weight the data to the represent Riverside County, one time free for services
	Security upgrades	Secure data storage plus cost for contractor to install plus advanced security on router, etc. Includes IT consultant (ARL Consulting) to set up. Consultant \$160 per hour for installation; service fees for secure data storage/advanced security for the router
	Software	SoGo for online data collection (\$3,165), MAXQDA for qualitative analysis (\$1,275), SPSS for quantitative data analysis (\$1,600), Esri for mapping (\$100), Grammerly for proofing of reports (\$300), Adobe Acrobat for formatting of reports (\$120) Piktochart for infographics (\$40), etc. All include nonprofit discounts if available.
	Laptops	Laptops so that data entry specialists can enter data remotely. \$2,000 each x 3 (two data entry specialists plus one intern)
	Artists	Hiring of local artists to illustrate the findings; \$350/piece x 20 pieces of art

7. Timeline:

Month	Tasks
July 2022	CONTRACTOR seeks out funding for incentives CONTRACTOR and RUHS – Public Health revise the survey
August	CONTRACTOR seeks out funding for incentives Survey is translated into Spanish CONTRACTOR coordinates printing/ mailing with Ace Printing
September	Initial invite goes out Data collection Data entry

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	Solicit local artists
October	Data collection Reminder 1 goes out Data entry
November	Data collection Reminder 2 goes out Data entry
December	Data collection Data entry Close data collection
January 2023	Finish data entry Post-incentive distribution Clean data Data is weighted
February	Analyze data Write report Drop in artwork from local artists
March	Analyze data Write report Create infographic version for the public
April	Provide report and infographic to Public Health to review
May	Make revisions based on Public Health's input, finalize, disseminate Translate infographic version for the public Issue press release about results
June	Conduct additional analyses/create additional deliverables (e.g., social media, special reports, podcasts, etc.) as needed

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Exhibit A-2
SCOPE OF SERVICE

EXHIBIT A-2 SERVICE TO BE PROVIDED UNDER GRANT #HS200136
BACKGROUND AND GOAL

CONTRACTOR hereby agrees to assist COUNTY in conducting a Qualitative Needs Assessment for COVID-19 impacts through community events in order to increase the number of vaccinated individuals. COVID-19 has disproportionately impacted the most vulnerable populations. The COVID-19 death rate is more than double in the most disadvantaged communities compared to the least disadvantaged communities (269/100,000 vs 128/100,000). In addition, the Hispanic/Latinx, Black/African American, and Native Hawaiian/Pacific Islander populations have experienced the highest COVID-19 case and death rates. In addition, COVID-19 vaccination rates are significantly lower in these same and other vulnerable communities. Through multi-sectoral community driven partnership and focused public health teams, Riverside County aims to address COVID-19 health disparities by supporting efforts to build sustainable infrastructure and advance health equity for underserved populations.

2. CONTRACTOR REPOSIBILITIES:

CONTRACTOR will provide support by:

- A. Track number of surveys completed. CONTRACTOR will keep a log or sign in sheet of individuals who provide proof of survey completion.
- B. Track number of incentives provided. CONTRACTOR will keep log indicating the total number of incentives distributed.

3. TIMELINE

- July 1 to June 30: CONTRACTOR to send out pre-survey incentives.

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EXHIBIT B-1

PAYMENT PROVISIONS

CONTRACTOR shall receive payment by the COUNTY for the following services provided as specified in Exhibit A, Scope of Services.

Personnel Costs

Title	Whole Burden Hourly Rate Per Person	Hours/Year	Total Cost
Chief Executive Officer	\$225.00	300	\$67,500
Director of Research	\$160.00	360	\$57,600
Senior Research Associate	\$110.00	480	\$52,800
Research Associate	\$100.00	360	\$36,000
Research Assistant	\$72.00	240	\$17,280
Administrative Manager	\$100.00	240	\$24,000
Data Entry Specialist	\$36.00	667	\$24,012
Data Entry Specialist	\$36.00	667	\$24,012
Total Personnel: \$303,204			

Operating Costs

Other Personnel	Intern(s) through OneFuture	\$9,200
Data collection costs	Paper survey packet mailings and reminders from Ace Printing	\$249,750
	Return postage	\$7,000
Incentives	40,000 \$2 Bills	\$80,000
Other costs	Data weighting	\$5,500
	Security upgrades	\$5,500
	Software	\$6,600
	Laptops	\$6,000
	Artists	\$7,000
Total Operating Costs: \$376,550		
Aggregate Total: \$679,754		

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1. INVOICE

a. CONTRACTOR shall submit separate invoices for services mentioned in Exhibit A-1 Scope of services with Grant # HS100183. CONTRACTOR shall submit separate invoices for incentives purchased mentioned in Exhibit A-2 Scope of Services with Grant # HS100183.

b. For this Agreement, send the original invoices to:

Riverside University Health System - Public Health

Attn: Fiscal – Accounts Payable

PO BOX 7849

Riverside, California 92513

or

RIVCOPH-AP@ruhealth.org

c. Each invoice shall contain a minimum of the following information: invoice number and date; remittance address; bill-to and ship-to addresses of ordering department/division; Agreement number (22-059) quantities; item descriptions, unit prices, extensions, sales/use tax if applicable, an invoice total, and any other information requested by the County.

2. MAXIMUM COMPENSATION:

Maximum compensation payable under the terms of this Agreement shall not exceed SIX HUNDRED SEVENTY-NINE THOUSAND SEVEN HUNDRED AND FIFTY-FOUR dollars (\$679,754), including all expenses.

 **Riverside
University**
HEALTH SYSTEM
Public Health

Date: April 28, 2022
From: Kim Saruwatari, Director
To: Board of Supervisors/Purchasing Agent
Via: Wendy Hetherington, 951-358-5557
Subject: Single Source Procurement; Request for Health Assessment and Research for Communities for the Enhancing Epidemiology and Laboratory Capacity Enhancing Detection Expansion grant.

The below information is provided in support of my department requesting approval for a sole or single source.

1. **Supplier being requested:** Health Assessment and Research for Communities
2. **Vendor ID:** 0000109631
3. **Single Source** **Sole Source**
4. **Have you previously requested and received approval for a sole or single source request for this vendor for your department?**

Yes **No**
SSJ# _____

- 4a. **Was the request approved for a different project?**

Yes **No**

5. **Supply/Service being requested:**

Health Assessment and Research (HARC) will assist the County of Riverside - Department of Public Health (County) in the implementation and continuation of a quantitative needs assessment to document the impact of COVID-19 pandemic on physical and mental health outcomes and highlight the most pressing health needs of Riverside County residents.

6. **Unique features of the supply/service being requested from this supplier.**

HARC is a leading expert in Riverside County for data analysis and needs assessment. Early on during the pandemic, HARC conducted a COVID-19 needs assessment for the

Kim Saruwatari, M.P.H., Director

Geoffrey Leung, M.D., Public Health Officer

4065 County Circle Drive, Riverside, Ca. 92503 / 951.358.7036 / www.rivcoph.org



eastern/desert region of Riverside County. This prior experience was beneficial to the County for developing and implementing a county-wide needs assessment for COVID-19 and other related health and wellbeing indicators.

HARC's needs assessments are overseen by Dr. Jenna LeComte-Hinely, who has more than a decade of research experience, and are carried out by experienced researchers with extensive training and expertise in the fields of research and evaluation. HARC's needs assessment provides the County with valuable information and pinpoints specific problems or needs that exist within a community. The needs assessment then identifies potential causes of the problems or needs which allows the County to design an intervention that is highly likely to solve the problems or needs to attain its goals.

7. Reasons why my department requires these unique features from the vendor and what benefit will accrue to the county:

Due to the COVID-19 reassignment of The County's surveillance staff, Public Health does not have the capacity to develop, implement and disseminate a countywide needs assessment. The findings of the needs assessment will be used for the County's COVID-19 campaign, vaccine sites, and other efforts related to the current pandemic. Additionally, these findings will be used to guide the update of the Community Health Improvement Plan and the 5-year strategic plan, which are requirements to maintain Public Health Accreditation through the national Public Health Accreditation Board.

With this new contract HARC will enable the County to meet the community health assessment standards set by the Public Health Accreditation Board. It is vital that HARC continues its implementation of a quantitative needs assessment so the County can meet the health needs of Riverside County residents brought on by COVID-19.

8. Period of Performance: From: July 1, 2022 To June 30, 2023

Is this an annually renewable contract? No Yes
Is this a fixed-term agreement: No Yes

9. Identify all costs for this requested purchase. In addition, please include any single or sole source amounts previously approved and related to this project and vendor in the section designated below for current and future fiscal years. You do not need to include previous fiscal year amounts. If approval is for multiple years, ongoing costs must be identified below. If annual increases apply to ongoing costs such as CPI or other contract increases, provide the estimated annual cost for each consecutive year.

Kim Saruwatari, M.P.H., Director

Geoffrey Leung, M.D., Public Health Officer



If the annual increase may exceed the Purchasing Agent's authority, Board approval must be obtained.

Description:	FY 22/23
HARC will conduct a COVID-19 needs assessment, analyze, and disseminate results. This will include information through a survey on demographics, COVID-19 related needs and behaviors, and questions related to social determinants of health including employment, health insurance status, education, neighborhood conditions, and most pressing health issues for the community. This includes costs for salaries and benefits, data collection costs, and equipment and software for data collection, analysis, and dissemination.	\$599,754.00
Total Costs	\$599,754.00

Note: Insert additional rows as needed

10. Price Reasonableness:

The average hourly salary of 8 staff members is \$104.88. This hourly rate is all-inclusive, as it includes indirect rates and benefits. HARC included discounted hourly rates per person as we are a government agency. These hourly rates would be higher for for-profit organizations since they would not be receiving the discounted hourly rate. The inclusive average hourly rate for these positions is comparable to the industry standard when accounting for the indirect and benefit rates of 25% Indirect & 48%, which may be higher based on the organization.

To reduce non-response bias and increase the validity of data gathered for the community needs assessment, HARC will provide pre- and post-survey incentives to the randomly selected survey participants. HARC will utilize a \$2 pre-incentive sent with each of the 40,000 initial invitations at HARC's cost if they are able to secure the funding to do so. HARC is also guaranteeing a 'lottery-style' post-incentive selecting ten random participants to win a \$100 VISA gift card. HARC will cover the cost of the gift cards, at \$1000 total, as an in-kind donation to the project.

As HARC has already invested in infrastructure and support for this needs assessment, costs to implement this or a similar project with another vendor would be prohibitive. All costs are 100% grant funded and will be reimbursed by the Epidemiology and Laboratory Capacity Grant. There is no impact to the County general funds.

Kim Saruwatari, M.P.H., Director

Geoffrey Leung, M.D., Public Health Officer

 **Riverside University**
HEALTH SYSTEM
Public Health

FY _____ : \$ _____
FY _____ : \$ _____

Approved under 22-059 HARC A1



Suzanna Hinckley, Assistant Director

04/29/2022

22-090

Purchasing Agent

Date

Approval Number

(Reference on Purchasing Documents)

12/27/22 Amendment request to increase original SSJ amount by \$80,000. Additional funding is being provided for these services through another funding source. The amendment request will be presented before the BOS for formal approval.

Total amended maximum aggregate: \$679,754.

No change in period of performance.

Review by RUHS-PH:

Rachelle Roman: _____ Date: _____

Kim Saruwatari: _____ Date: _____

Review by Central Purchasing:

Suzanna Hinckley: _____ Date: _____

Kim Saruwatari, M.P.H., Director

Geoffrey Leung, M.D., Public Health Officer

4065 County Circle Drive, Riverside, Ca. 92503 / 951.358.7036 / www.rivcoph.org

