

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



**ITEM: 3.55
(ID # 22816)**

MEETING DATE:
Tuesday, August 29, 2023

FROM : RUHS-PUBLIC HEALTH:

SUBJECT: RIVERSIDE UNIVERSITY HEALTH SYSTEM – PUBLIC HEALTH: Ratify and Approve Professional Service Agreement Number HSARC-23-137 with Public Health Institute for the Public Health Infrastructure Workforce Development Project Without Seeking Competitive Bids for the Period of Performance of June 1, 2023 through November 30, 2027; All Districts. [Total Aggregate Amount \$1,698,750; up to \$169,875 in additional compensation – 100% Federal]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Ratify and approve Professional Service Agreement No. HSARC-23-137 with Public Health Institute for the Public Health Infrastructural Workforce Development Project without seeking competitive bids in the total aggregate amount of \$1,698,750 for the period of performance of June 1, 2023, through November 30, 2027;
2. Authorize the Chair of the Board to sign the Agreement 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 all reports, certifications, forms, and subsequent amendments to the Agreement that exercise the options of the Agreement including modifications of the statement of work 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 amount.

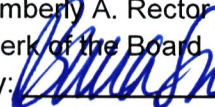
ACTION:Policy


Kim Saruwatari, Director of Public Health 8/17/2023

MINUTES OF THE BOARD OF SUPERVISORS

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

Ayes: Jeffries, Spiegel, Perez, Washington, and Gutierrez
Nays: None
Absent: None
Date: August 29, 2023
xc: RUHS-PH

Kimberly A. Rector
Clerk of the Board
By: 
Deputy

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

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$964,625	\$364,625	\$1,698,750	\$0
NET COUNTY COST	\$0	\$0	\$0	\$0
SOURCE OF FUNDS: 100% Federal			Budget Adjustment: No	
			For Fiscal Year: 22/23-27/28	

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

Riverside University Health System – Public Health (RUHS-PH) has been awarded funding by the Center for Disease Control (CDC) to collaboratively coordinate critical improvements to public health infrastructure and workforce development. As part of the CDC objectives to the Public Health Infrastructure Workforce Development Project, RUHS-PH is collaborating with Public Health Institute to assist with the project by:

- Developing workforce development plans in the areas of recruitment and workforce resiliency and sustainability.
- Conducting ongoing evaluation of workforce development plans, including recommendations to address any gaps or needed modifications to enhance success.
- Facilitating a multi-team working group that includes RUHS-PH as well as input from Community Based Organizations (CBOs) and procurement/finance, to identify barriers, best practices, and key next steps to support a streamlined contracting process for CBOs.
- Developing and delivering a three-part technical assistance series to ensure RUHS-PH staff and leadership are trained on the climate, health, and equity nexus, supporting foundational capacities.

Impact on Residents and Businesses

The main beneficiaries of this project will be residents, county organizations, and CBOs. With funding provided by the CDC to address Public Health infrastructure and workforce, this groundbreaking investment supports critical public health needs within Riverside County to ensure that RUHS-PH’s system is ready to respond to emergencies, such as COVID-19, and to meet the evolving and complex needs of the communities and populations that RUHS-PH serves.

Additional Fiscal Information

There is no impact to County General Funds. The total cost of the program is in the amount of \$1,698,750. The annual distribution amount for Public Health Institute will be based upon deliverables completed. The estimated cost breakdown for each fiscal year is listed below;

**SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,
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RUHS-PH requests approval to move funds between fiscal years as needed, based on the availability of fiscal funding, and not to exceed the total aggregate amount listed below:

County Fiscal Year	
Year	Amount
FY22/23	\$0
FY23/24	\$964,625
FY24/25	\$364,625
FY25/26	\$184,750
FY26/27	\$184,750
Total Aggregate Amount	\$ 1,698,750

Contract History and Price Reasonableness

The Public Health Institute was identified as a core partner due to their expertise in increasing resources and investments in local health departments. When reviewing other organizations, it was found that other organizations do not offer the same level of detail and support in order to accomplish grant objectives. In addition, when comparing the salary cost among several organizations, it was found that Public Health Institute has an overall lower annual salary rate.

RUHS-PH is requesting approval of Public Health Institute due to the nature of services and expertise necessary to accomplish RUHS-PH requirements. Public Health Institute is a coalition of the ten local health departments in Southern California, including RUHS-PH. They are unique in their ability to provide technical assistance for workforce development improvements within local health departments, support strategies for developing and delivering a three-part technical assistance series to ensure RUHS-PH staff and leadership are trained on the climate, health and equity nexus, which supports foundational capacities and working with local health jurisdictions to convene community organizations in creating policy documents for streamlining procurement and contracting practices to ensure equitable access to partnering with government organizations. The Single Source Justification (SSJ) is supported by Purchasing and Fleet Services, as noted in the attached SSJ document.

ATTACHMENTS:

ATTACHMENT A: Professional Service Agreement No. HSARC-23-137 with Public Health Institute

ATTACHMENT B: Single Source Justification Document

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

Meghan Hahn

Meghan Hahn, Deputy Director of Procurement

8/17/2023

Douglas Cardonez Jr.

Douglas Cardonez Jr.

8/21/2023

Gregg Gu

Gregg Gu, Chief Deputy County Counsel

8/17/2023

PROFESSIONAL SERVICE AGREEMENT

for

PUBLIC HEALTH INFRASTRUCTURE WORKFORCE DEVELOPMENT PROJECT

between

COUNTY OF RIVERSIDE

and

PUBLIC HEALTH INSTITUTE



AUG 29 2023 3.55

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This Agreement is entered into by and between PUBLIC HEALTH INSTITUTE, a California nonprofit corporation , (herein referred to as "CONTRACTOR"), and the COUNTY OF RIVERSIDE, a political subdivision of the State of California, on behalf of its Riverside University Health System – Public Health department, (herein referred to as "COUNTY" or "RUHS-PH"). The parties agree as follows:

1. Description of Services

1.1 CONTRACTOR shall provide all services as outlined and specified in Exhibit A, Scope of Service, at the prices stated in Exhibit B, Payment Provisions to the Agreement.

1.2 CONTRACTOR represents that it has the skills, experience, and knowledge necessary to perform under this Agreement and the COUNTY relies upon this representation. CONTRACTOR shall perform to the satisfaction of the COUNTY and in conformance to and consistent with the highest standards of firms/professionals in the same discipline in the State of California.

1.3 CONTRACTOR affirms that it is fully apprised of all of the work to be performed under this Agreement; and the CONTRACTOR agrees it can properly perform this work at the prices stated in Exhibit B. CONTRACTOR is not to perform services or provide products outside of the Agreement.

1.4 Acceptance by the COUNTY of the CONTRACTOR's performance under this Agreement does not operate as a release of CONTRACTOR's responsibility for full compliance with the terms of this Agreement.

2. Period of Performance

2.1 This Agreement shall be effective as of June 1, 2023 and continues in effect through November 30, 2027, unless terminated earlier. The Riverside County Board of Supervisors is the only authority that may obligate the County for a non-cancelable multi-year agreement.

3. Compensation

3.1 The COUNTY shall pay the CONTRACTOR for services performed, products provided and expenses incurred in accordance with the terms of Exhibit B, Payment Provisions. Maximum payments by COUNTY to CONTRACTOR shall not exceed ONE MILLION, SIX HUNDRED NINETY-EIGHT THOUSAND, SEVEN HUNDRED FIFTY DOLLARS (\$1,698,750) including all expenses. The COUNTY is not responsible for any fees or costs incurred above or beyond the contracted amount and shall have no obligation to purchase any specified amount of services or products. Unless otherwise specifically stated in Exhibit B, COUNTY shall not be responsible for payment of any of CONTRACTOR's expenses related to this Agreement.

3.2 No price increases will be permitted during the first year of this Agreement (If applicable). All price decreases (for example, if CONTRACTOR offers lower prices to another governmental entity) will automatically be extended to the COUNTY. The COUNTY requires written proof satisfactory to COUNTY of cost increases prior to any approved price adjustment. After the first year of the Agreement, a minimum of 30-days advance notice in writing is required to be considered and approved by COUNTY. No retroactive price adjustments will be considered. Any price increases must be stated in a written amendment to this Agreement. The net dollar amount of profit will remain firm during the period of the Agreement. Annual increases shall not exceed the Consumer Price Index- All Consumers, All Items - Greater Los Angeles, Riverside and Orange County areas and be subject to satisfactory performance review by the COUNTY and approved (if needed) for budget funding by the Board of Supervisors.

3.3 CONTRACTOR shall be paid only in accordance with an invoice submitted to COUNTY by CONTRACTOR within fifteen (15) days from the last day of each calendar month, and COUNTY shall pay the invoice within thirty (30) working days from the date of receipt of the invoice. Payment shall be made to CONTRACTOR only after services have been rendered or delivery of materials or products, and acceptance has been made by COUNTY. Prepare invoices in duplicate. For this Agreement, send the original and duplicate copies of invoices to either:

Riverside University Health System - Public Health

Fiscal – Accounts Payable

PO BOX 7849

Riverside, California 92513

or

RIVCOPH-AP@ruhealth.org

- a) Each invoice shall contain a minimum of the following information: organization name; invoice number and invoice date; payment due date; remittance address; bill-to and ship-to addresses of ordering department/division; Agreement number HSARC-23-137; Grant number HS100195; quantities; service dates for claimed expenditures (billing period must fall within the Agreement performance period); item descriptions, unit prices, extensions, sales/use tax if applicable, and an invoice total.
- b) CONTRACTOR shall provide adequate supporting cost documentation, including source documentation as appropriate, (i.e., receipts, logs, time sheets, payroll records, etc.) as requested by the COUNTY.

c) Invoices shall be rendered monthly in arrears.

3.4 The COUNTY obligation for payment of this Agreement beyond the current fiscal year is contingent upon and limited by the availability of COUNTY funding from which payment can be made, and invoices shall be rendered “monthly” in arrears. In the State of California, government agencies are not allowed to pay excess interest and late charges, per Government Code section 926.10. No legal liability on the part of the COUNTY shall arise for payment beyond June 30 of each calendar year unless funds are made available for such payment. In the event that such funds are not forthcoming for any reason, COUNTY shall immediately notify CONTRACTOR in writing; and this Agreement shall be deemed terminated, have no further force, and effect.

4. Alteration or Changes to the Agreement

4.1 The Board of Supervisors and the COUNTY Purchasing Agent and/or his designee is the only authorized COUNTY representatives who may at any time, by written order, alter this Agreement. If any such alteration causes an increase or decrease in the cost of, or the time required for the performance under this Agreement, an equitable adjustment shall be made in the Agreement price or delivery schedule, or both, and the Agreement shall be modified by written amendment accordingly.

4.2 Any claim by the CONTRACTOR for additional payment related to this Agreement shall be made in writing by the CONTRACTOR within 30 days of when the CONTRACTOR has or should have notice of any actual or claimed change in the work, which results in additional and unanticipated cost to the CONTRACTOR. If the COUNTY Purchasing Agent decides that the facts provide sufficient justification, he may authorize additional payment to the CONTRACTOR pursuant to the claim. Nothing in this section shall excuse the CONTRACTOR from proceeding with performance of the Agreement even if there has been a change.

5. Termination

5.1. COUNTY may terminate this Agreement without cause upon 30 days written notice served upon the CONTRACTOR stating the extent and effective date of termination.

5.2 COUNTY may, upon five (5) days written notice terminate this Agreement for CONTRACTOR's default, if CONTRACTOR refuses or fails to comply with the terms of this Agreement or fails to make progress that may endanger performance and does not immediately cure such failure. In the event of such termination, the COUNTY may proceed with the work in any manner deemed proper by COUNTY.

5.3 After receipt of the notice of termination, CONTRACTOR shall:

- (a) Stop all work under this Agreement on the date specified in the notice of termination; and
- (b) Transfer to COUNTY and deliver in the manner as directed by COUNTY any materials, reports or other products, which, if the Agreement had been completed or continued, would have been required to be furnished to COUNTY.

5.4 After termination, COUNTY shall make payment only for CONTRACTOR's performance up to the date of termination in accordance with this Agreement.

5.5 CONTRACTOR's rights under this Agreement shall terminate (except for fees accrued prior to the date of termination) upon dishonesty or a willful or material breach of this Agreement by CONTRACTOR; or in the event of CONTRACTOR's unwillingness or inability for any reason whatsoever to perform the terms of this Agreement. In such event, CONTRACTOR shall not be entitled to any further compensation under this Agreement.

5.6 If the Agreement is federally or State funded, CONTRACTOR cannot be debarred from the System for Award Management (SAM). CONTRACTOR must notify the COUNTY immediately of a debarment. Reference: System for Award Management (SAM) at <https://www.sam.gov> for Central Contractor Registry (CCR), Federal Agency Registration (Fedreg), Online Representations and Certifications Application, and Excluded Parties List System (EPLS)). Excluded Parties Listing System (EPLS) (<http://www.epls.gov>) (Executive Order 12549, 7 CFR Part 3017, 45 CFR Part 76, and 44 CFR Part 17). The System for Award Management (SAM) is the Official U.S. Government system that consolidated the capabilities of CCR/FedReg, ORCA, and EPLS.

5.7 The rights and remedies of COUNTY provided in this section shall not be exclusive and are in addition to any other rights and remedies provided by law or this Agreement.

6. Ownership/Use of Contract Materials and Products

The CONTRACTOR agrees that all materials, reports or products in any form, including electronic, created by CONTRACTOR for which CONTRACTOR has been compensated by COUNTY pursuant to this Agreement shall be the sole property of the COUNTY. The material, reports or products may be used by the COUNTY for any purpose that the COUNTY deems to be appropriate, including, but not limit to, duplication and/or distribution within the COUNTY or to third parties. CONTRACTOR agrees not to release or circulate in whole or part such materials, reports, or products without prior written authorization of the COUNTY.

7. Conduct of Contractor

7.1 The CONTRACTOR covenants that it presently has no interest, including, but not limited to, other projects or contracts, and shall not acquire any such interest, direct or indirect, which would conflict in any manner or degree with CONTRACTOR's performance under this Agreement. The CONTRACTOR further covenants that no person or subcontractor having any such interest shall be employed or retained by CONTRACTOR under this Agreement. The CONTRACTOR agrees to inform the COUNTY of all the CONTRACTOR's interests, if any, which are or may be perceived as incompatible with the COUNTY's interests.

7.2 The CONTRACTOR shall not, under circumstances which could be interpreted as an attempt to influence the recipient in the conduct of his/her duties, accept any gratuity or special favor from individuals or firms with whom the CONTRACTOR is doing business or proposing to do business, in accomplishing the work under this Agreement.

7.3 The CONTRACTOR or its employees shall not offer gifts, gratuity, favors, and entertainment directly or indirectly to COUNTY employees.

8. Inspection of Service; Quality Control/Assurance

8.1 All performance (which includes services, workmanship, materials, supplies and equipment furnished or utilized in the performance of this Agreement) shall be subject to inspection and test by the COUNTY or other regulatory agencies at all times. The CONTRACTOR shall provide adequate cooperation to any inspector or other COUNTY representative to permit him/her to determine the CONTRACTOR's conformity with the terms of this Agreement. If any services performed or products provided by CONTRACTOR are not in conformance with the terms of this Agreement, the COUNTY shall have the right to require the CONTRACTOR to perform the services or provide the products in conformance with the terms of the Agreement at no additional cost to the COUNTY. When the services to be performed or the products to be provided are of such nature that the difference cannot be corrected; the COUNTY shall have the right to: (1) require the CONTRACTOR immediately to take all necessary steps to ensure future performance in conformity with the terms of the Agreement; and/or (2) reduce the Agreement price to reflect the reduced value of the services performed or products provided. The COUNTY may also terminate this Agreement for default and charge to CONTRACTOR any costs incurred by the COUNTY because of the CONTRACTOR's failure to perform.

8.2 CONTRACTOR shall establish adequate procedures for self-monitoring and quality control and assurance to ensure proper performance under this Agreement; and shall permit a COUNTY

representative or other regulatory official to monitor, assess, or evaluate CONTRACTOR's performance under this Agreement at any time, upon reasonable notice to the CONTRACTOR.

9. Independent Contractor/Employment Eligibility

9.1 The CONTRACTOR is, for purposes relating to this Agreement, an independent contractor and shall not be deemed an employee of the COUNTY. It is expressly understood and agreed that the CONTRACTOR (including its employees, agents, and subcontractors) shall in no event be entitled to any benefits to which COUNTY employees are entitled, including but not limited to overtime, any retirement benefits, worker's compensation benefits, and injury leave or other leave benefits. There shall be no employer-employee relationship between the parties; and CONTRACTOR shall hold COUNTY harmless from any and all claims that may be made against COUNTY based upon any contention by a third party that an employer-employee relationship exists by reason of this Agreement. It is further understood and agreed by the parties that CONTRACTOR in the performance of this Agreement is subject to the control or direction of COUNTY merely as to the results to be accomplished and not as to the means and methods for accomplishing the results.

9.2 CONTRACTOR warrants that it shall make its best effort to fully comply with all federal and state statutes and regulations regarding the employment of aliens and others and to ensure that employees performing work under this Agreement meet the citizenship or alien status requirement set forth in federal statutes and regulations. CONTRACTOR shall obtain, from all employees performing work hereunder, all verification and other documentation of employment eligibility status required by federal or state statutes and regulations including, but not limited to, the Immigration Reform and Control Act of 1986, 8 U.S.C. §1324 et seq., as they currently exist and as they may be hereafter amended. CONTRACTOR shall retain all such documentation for all covered employees, for the period prescribed by the law.

9.3 Ineligible Person shall be any individual or entity who: Is currently excluded, suspended, debarred or otherwise ineligible to participate in the federal health care programs; or has been convicted of a criminal offense related to the provision of health care items or services and has not been reinstated in the federal health care programs after a period of exclusion, suspension, debarment, or ineligibility.

9.4 CONTRACTOR shall screen prospective Covered Individuals prior to hire or engagement. CONTRACTOR shall not hire or engage any Ineligible Person to provide services directly relative to this Agreement. CONTRACTOR shall screen all current Covered Individuals within sixty (60) days of execution of this Agreement to ensure that they have not become Ineligible Persons unless CONTRACTOR has performed such screening on same Covered Individuals under a separate

agreement with COUNTY within the past six (6) months. Covered Individuals shall be required to disclose to CONTRACTOR immediately any debarment, exclusion or other event that makes the Covered Individual an Ineligible Person. CONTRACTOR shall notify COUNTY within five (5) business days after it becomes aware if a Covered Individual providing services directly relative to this Agreement becomes debarred, excluded or otherwise becomes an Ineligible Person.

9.5 CONTRACTOR acknowledges that Ineligible Persons are precluded from providing federal and state funded health care services by contract with COUNTY in the event that they are currently sanctioned or excluded by a federal or state law enforcement regulatory or licensing agency. If CONTRACTOR becomes aware that a Covered Individual has become an Ineligible Person, CONTRACTOR shall remove such individual from responsibility for, or involvement with, COUNTY business operations related to this Agreement.

9.6 CONTRACTOR shall notify COUNTY within five (5) business days if a Covered Individual or entity is currently excluded, suspended or debarred, or is identified as such after being sanction screened. Such individual or entity shall be promptly removed from participating in any activity associated with this Agreement.

10. Subcontract for Work or Services

No contract shall be made by the CONTRACTOR with any other party for furnishing any of the work or services under this Agreement without the prior written approval of the COUNTY; but this provision shall not require the approval of contracts of employment between the CONTRACTOR and personnel assigned under this Agreement, or for parties named in the proposal and agreed to under this Agreement.

11. Disputes

11.1 The parties shall attempt to resolve any disputes amicably at the working level. If that is not successful, the dispute shall be referred to the senior management of the parties. Any dispute relating to this Agreement, which is not resolved by the parties, shall be decided by the COUNTY's Purchasing Department's Compliance Contract Officer who shall furnish the decision in writing. The decision of the COUNTY's Compliance Contract Officer shall be final and conclusive unless determined by a court of competent jurisdiction to have been fraudulent, capricious, arbitrary, or so grossly erroneous to imply bad faith. The CONTRACTOR shall proceed diligently with the performance of this Agreement pending the resolution of a dispute.

11.2 Prior to the filing of any legal action related to this Agreement, the parties shall be obligated to attend a mediation session in Riverside County before a neutral third party mediator. A second mediation session shall be required if the first session is not successful. The parties shall share the cost of the mediations.

12. Licensing and Permits

CONTRACTOR shall comply with all State or other licensing requirements, including but not limited to the provisions of Chapter 9 of Division 3 of the Business and Professions Code. All licensing requirements shall be met at the time proposals are submitted to the COUNTY. CONTRACTOR warrants that it has all necessary permits, approvals, certificates, waivers and exemptions necessary for performance of this Agreement as required by the laws and regulations of the United States, the State of California, the County of Riverside and all other governmental agencies with jurisdiction, and shall maintain these throughout the term of this Agreement.

13. Use By Other Political Entities

The CONTRACTOR agrees to extend the same pricing, terms, and conditions as stated in this Agreement to each and every political entity, special district, and related non-profit. It is understood that other entities shall make purchases in their own name, make direct payment, and be liable directly to the CONTRACTOR; and COUNTY shall in no way be responsible to CONTRACTOR for other entities' purchases.

14. Non-Discrimination

CONTRACTOR shall not be discriminate in the provision of services, allocation of benefits, accommodation in facilities, or employment of personnel on the basis of ethnic group identification, race, religious creed, color, national origin, ancestry, physical handicap, medical condition, marital status or sex in the performance of this Agreement; and, to the extent they shall be found to be applicable hereto, shall comply with the provisions of the California Fair Employment and Housing Act (Gov. Code 12900 et. seq), the Federal Civil Rights Act of 1964 (P.L. 88-352), the Americans with Disabilities Act of 1990 (42 U.S.C. S1210 et seq.) and all other applicable laws or regulations.

15. Records and Documents

CONTRACTOR shall make available, upon written request by any duly authorized Federal, State, or COUNTY agency, a copy of this Agreement and such books, documents and records as are necessary to certify the nature and extent of the CONTRACTOR's costs related to this Agreement. All such books, documents and records shall be maintained by CONTRACTOR for at least five years following termination

of this Agreement and be available for audit by the COUNTY. CONTRACTOR shall provide to the COUNTY reports and information related to this Agreement as requested by COUNTY.

16. Confidentiality

16.1 The CONTRACTOR shall not use for personal gain or make other improper use of privileged or confidential information which is acquired in connection with this Agreement. The term “privileged or confidential information” includes but is not limited to: unpublished or sensitive technological or scientific information; medical, personnel, or security records; anticipated material requirements or pricing/purchasing actions; COUNTY information or data which is not subject to public disclosure; COUNTY operational procedures; and knowledge of selection of contractors, subcontractors or suppliers in advance of official announcement.

16.2 The CONTRACTOR shall protect from unauthorized disclosure names and other identifying information concerning persons receiving services pursuant to this Agreement, except for general statistical information not identifying any person. The CONTRACTOR shall not use such information for any purpose other than carrying out the CONTRACTOR’s obligations under this Agreement. The CONTRACTOR shall promptly transmit to the COUNTY all third party requests for disclosure of such information. The CONTRACTOR shall not disclose, except as otherwise specifically permitted by this Agreement or authorized in advance in writing by the COUNTY, any such information to anyone other than the COUNTY. For purposes of this paragraph, identity shall include, but not be limited to, name, identifying number, symbol, or other identifying particulars assigned to the individual, such as finger or voice print or a photograph.

17. Administration/Contract Liaison

The COUNTY Purchasing Agent, or designee, shall administer this Agreement on behalf of the COUNTY. The Purchasing Department is to serve as the liaison with CONTRACTOR in connection with this Agreement.

18. Notices

All correspondence and notices required or contemplated by this Agreement shall be delivered to the respective parties at the addresses set forth below and are deemed submitted two days after their deposit in the United States mail, postage prepaid:

COUNTY OF RIVERSIDE

Riverside University Health System-
Public Health, Contracts Unit
4065 County Circle Drive
Riverside, CA 92503

CONTRACTOR

Public Health Institute
555 12th Street, Suite 600
Oakland, CA 94607

19. Force Majeure

If either party is unable to comply with any provision of this Agreement due to causes beyond its reasonable control, and which could not have been reasonably anticipated, such as acts of God, acts of war, civil disorders, or other similar acts, such party shall not be held liable for such failure to comply.

20. EDD Reporting Requirements

In order to comply with child support enforcement requirements of the State of California, the COUNTY may be required to submit a Report of Independent Contractor(s) form **DE 542** to the Employment Development Department. The CONTRACTOR agrees to furnish the required data and certifications to the COUNTY within 10 days of notification of award of Agreement when required by the EDD. This data will be transmitted to governmental agencies charged with the establishment and enforcement of child support orders. Failure of the CONTRACTOR to timely submit the data and/or certificates required may result in the contract being awarded to another contractor. In the event a contract has been issued, failure of the CONTRACTOR to comply with all federal and state reporting requirements for child support enforcement or to comply with all lawfully served Wage and Earnings Assignments Orders and Notices of Assignment shall constitute a material breach of Agreement. If CONTRACTOR has any questions concerning this reporting requirement, please call (916) 657-0529. CONTRACTOR should also contact its local Employment Tax Customer Service Office listed in the telephone directory in the State Government section under "Employment Development Department" or access their Internet site at www.edd.ca.gov.

21. Hold Harmless/Indemnification

21.1 CONTRACTOR shall indemnify and hold harmless the County of Riverside, its Agencies, Districts, Special Districts and Departments, their respective directors, officers, Board of Supervisors, elected and appointed officials, employees, agents and representatives (individually and collectively hereinafter referred to as Indemnitees) from any liability, action, claim or damage whatsoever, based or asserted upon any services of CONTRACTOR, its officers, employees, subcontractors, agents or representatives arising out of or in any way relating to this Agreement, including but not limited to property

damage, bodily injury, or death or any other element of any kind or nature. CONTRACTOR shall defend the Indemnitees at its sole expense including all costs and fees (including, but not limited, to attorney fees, cost of investigation, defense and settlements or awards) in any claim or action based upon such acts, omissions or services.

21.2 With respect to any action or claim subject to indemnification herein by CONTRACTOR, CONTRACTOR shall, at their sole cost, have the right to use counsel of their own choice and shall have the right to adjust, settle, or compromise any such action or claim without the prior consent of COUNTY; provided, however, that any such adjustment, settlement or compromise in no manner whatsoever limits or circumscribes CONTRACTOR indemnification to Indemnitees as set forth herein.

21.3 CONTRACTOR'S obligation hereunder shall be satisfied when CONTRACTOR has provided to COUNTY the appropriate form of dismissal relieving COUNTY from any liability for the action or claim involved.

21.4 The specified insurance limits required in this Agreement shall in no way limit or circumscribe CONTRACTOR'S obligations to indemnify and hold harmless the Indemnitees herein from third party claims.

22. Insurance

22.1 Without limiting or diminishing the CONTRACTOR'S obligation to indemnify or hold the COUNTY harmless, CONTRACTOR shall procure and maintain or cause to be maintained, at its sole cost and expense, the following insurance coverage's during the term of this Agreement. As respects to the insurance section only, the COUNTY herein refers to the County of Riverside, its Agencies, Districts, Special Districts, and Departments, their respective directors, officers, Board of Supervisors, employees, elected or appointed officials, agents, or representatives as Additional Insureds.

A. Workers' Compensation:

If the CONTRACTOR has employees as defined by the State of California, the CONTRACTOR shall maintain statutory Workers' Compensation Insurance (Coverage A) as prescribed by the laws of the State of California. Policy shall include Employers' Liability (Coverage B) including Occupational Disease with limits not less than \$1,000,000 per person per accident. The policy shall be endorsed to waive subrogation in favor of The County of Riverside.

B. Commercial General Liability:

Commercial General Liability insurance coverage, including but not limited to, premises liability, unmodified contractual liability, products and completed operations liability, personal and advertising

injury, and cross liability coverage, covering claims which may arise from or out of CONTRACTOR'S performance of its obligations hereunder. Policy shall name the COUNTY as Additional Insured. Policy's limit of liability shall not be less than \$1,000,000 per occurrence combined single limit. If such insurance contains a general aggregate limit, it shall apply separately to this agreement or be no less than two (2) times the occurrence limit.

C. Vehicle Liability:

If vehicles or mobile equipment is used in the performance of the obligations under this Agreement, then CONTRACTOR shall maintain liability insurance for all owned, non-owned, or hired vehicles so used in an amount not less than \$1,000,000 per occurrence combined single limit. If such insurance contains a general aggregate limit, it shall apply separately to this agreement or be no less than two (2) times the occurrence limit. Policy shall name the COUNTY as Additional Insureds.

D. Cyber Liability:

CONTRACTOR shall procure and maintain for the duration of the contract insurance against claims for injuries to person or damages to property which may arise from or in connection with the performance of the work hereunder by the CONTRACTOR, its agents, representatives, or employees. CONTRACTOR shall procure and maintain for the duration of the contract insurance claims arising out of their services and including, but not limited to loss, damage, theft or other misuse of data, infringement of intellectual property, invasion of privacy and breach of data.

Cyber Liability Insurance, with limits not less than \$2,000,000 per occurrence or claim, \$2,000,000 aggregate. Coverage shall be sufficiently broad to respond to the duties and obligations as is undertaken by CONTRACTOR in this Agreement and shall include, but not limited to, claims involving infringement of intellectual property, including but not limited to infringement of copyright, trademark, trade dress, invasion of privacy violations, information theft, damage to or destruction of electronic information, release of private information, alteration of electronic information, extortion and network security. The policy shall provide coverage for breach response costs as well as regulatory fines and penalties as well as credit monitoring expenses with limits sufficient to respond to these obligations.

If the CONTRACTOR maintains broader coverage and/or higher limits than the minimums shown above, the COUNTY requires and shall be entitled to the broader coverage and/or higher limits maintained by the CONTRACTOR. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the County. Policy shall name the COUNTY as Additional Insureds.

E. General Insurance Provisions - All lines:

1) Any insurance carrier providing insurance coverage hereunder shall be admitted to the State of California and have an A M BEST rating of not less than A: VIII (A:8) unless such requirements are waived, in writing, by the County Risk Manager. If the County's Risk Manager waives a requirement for a particular insurer such waiver is only valid for that specific insurer and only for one policy term.

2) The CONTRACTOR must declare its insurance self-insured retention for each coverage required herein. If any such self-insured retention exceeds \$500,000 per occurrence each such retention shall have the prior written consent of the County Risk Manager before the commencement of operations under this Agreement. Upon notification of self-insured retention unacceptable to the COUNTY, and at the election of the County's Risk Manager, CONTRACTOR'S carriers shall either; 1) reduce or eliminate such self-insured retention as respects this Agreement with the COUNTY, or 2) procure a bond which guarantees payment of losses and related investigations, claims administration, and defense costs and expenses.

3) CONTRACTOR shall cause CONTRACTOR'S insurance carrier(s) to furnish the County of Riverside with either 1) a properly executed original Certificate(s) of Insurance and certified original copies of Endorsements effecting coverage as required herein, and 2) if requested to do so orally or in writing by the County Risk Manager, provide original Certified copies of policies including all Endorsements and all attachments thereto, showing such insurance is in full force and effect. Further, said Certificate(s) and policies of insurance shall contain the covenant of the insurance carrier(s) that thirty (30) days written notice shall be given to the County of Riverside prior to any material modification, cancellation, expiration or reduction in coverage of such insurance. In the event of a material modification, cancellation, expiration, or reduction in coverage, this Agreement shall terminate forthwith, unless the County of Riverside receives, prior to such effective date, another properly executed original Certificate of Insurance and original copies of endorsements or certified original policies, including all endorsements and attachments thereto evidencing coverage's set forth herein and the insurance required herein is in full force and effect. CONTRACTOR shall not commence operations until the COUNTY has been furnished original Certificate (s) of Insurance and certified original copies of endorsements and if requested, certified original policies of insurance including all endorsements and any and all other attachments as required in this Section. An individual authorized by the insurance carrier shall sign the original endorsements for each policy and the Certificate of Insurance.

4) It is understood and agreed to by the parties hereto that the CONTRACTOR'S insurance shall be construed as primary insurance, and the COUNTY'S insurance and/or deductibles and/or self-insured retention's or self-insured programs shall not be construed as contributory.

5) If, during the term of this Agreement or any extension thereof, there is a material change in the scope of services; or, there is a material change in the equipment to be used in the performance of the scope of work; or, the term of this Agreement, including any extensions thereof, exceeds five (5) years; the COUNTY reserves the right to adjust the types of insurance and the monetary limits of liability required under this Agreement, if in the County Risk Manager's reasonable judgment, the amount or type of insurance carried by the CONTRACTOR has become inadequate.

6) CONTRACTOR shall pass down the insurance obligations contained herein to all tiers of subcontractors working under this Agreement.

7) The insurance requirements contained in this Agreement may be met with a program(s) of self-insurance acceptable to the COUNTY.

8) CONTRACTOR agrees to notify COUNTY of any claim by a third party or any incident or event that may give rise to a claim arising from the performance of this Agreement.

23. General

23.1 CONTRACTOR shall not delegate or assign any interest in this Agreement, whether by operation of law or otherwise, without the prior written consent of COUNTY. Any attempt to delegate or assign any interest herein shall be deemed void and of no force or effect.

23.2 Any waiver by COUNTY of any breach of any one or more of the terms of this Agreement shall not be construed to be a waiver of any subsequent or other breach of the same or of any other term of this Agreement. Failure on the part of COUNTY to require exact, full, and complete compliance with any terms of this Agreement shall not be construed as in any manner changing the terms or preventing COUNTY from enforcement of the terms of this Agreement.

23.3 In the event the CONTRACTOR receives payment under this Agreement, which is later disallowed by COUNTY for nonconformance with the terms of the Agreement, the CONTRACTOR shall promptly refund the disallowed amount to the COUNTY on request; or at its option the COUNTY may offset the amount disallowed from any payment due to the CONTRACTOR.

23.4 CONTRACTOR shall not provide partial delivery or shipment of services or products unless specifically stated in the Agreement.

23.5 CONTRACTOR shall not provide any services or products subject to any chattel mortgage or under a conditional sales contract or other agreement by which an interest is retained by a third party. The CONTRACTOR warrants that it has good title to all materials or products used by CONTRACTOR or provided to COUNTY pursuant to this Agreement, free from all liens, claims, or encumbrances.

23.6 Nothing in this Agreement shall prohibit the COUNTY from acquiring the same type or equivalent equipment, products, materials or services from other sources, when deemed by the COUNTY to be in its best interest. The COUNTY reserves the right to purchase more or less than the quantities specified in this Agreement.

23.7 The COUNTY agrees to cooperate with the CONTRACTOR in the CONTRACTOR's performance under this Agreement, including, if stated in the Agreement, providing the CONTRACTOR with reasonable facilities and timely access to COUNTY data, information, and personnel.

23.8 CONTRACTOR shall comply with all applicable Federal, State and local laws and regulations. CONTRACTOR will comply with all applicable COUNTY policies and procedures. In the event that there is a conflict between the various laws or regulations that may apply, the CONTRACTOR shall comply with the more restrictive law or regulation.

23.9 CONTRACTOR shall comply with all air pollution control, water pollution, safety and health ordinances, statutes, or regulations, which apply to performance under this Agreement.

23.10 CONTRACTOR shall comply with all requirements of the Occupational Safety and Health Administration (OSHA) standards and codes as set forth by the U.S. Department of Labor and the State of California (Cal/OSHA).

23.11 This Agreement shall be governed by the laws of the State of California. Any legal action related to the performance or interpretation of this Agreement shall be filed only in the Superior Court of the State of California located in Riverside, California, and the parties waive any provision of law providing for a change of venue to another location. In the event any provision in this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions will nevertheless continue in full force without being impaired or invalidated in any way.

23.12 This Agreement may be executed in any number of counterparts, each of which will be an original, but all of which together will constitute one instrument. Each party to this Agreement agrees to the use of electronic signatures, such as digital signatures that meet the requirements of the California Uniform Electronic Transactions Act (“CUETA”) Cal. Civ. Code §§ 1633.1 to 1633.17), for executing this Agreement. The parties further agree that the electronic signatures of the parties are intended to

authenticate this writing and to have the same force and effect as manual signatures. Electronic signature means an electronic sound, symbol, or process attached to or logically associated with an electronic record and executed or adopted by a person with the intent to sign the electronic record pursuant to the CUETA as amended from time to time. Digital signature means an electronic identifier, created by computer, intended by the party using it to have the same force and effect as the use of a manual signature, and shall be reasonably relied upon by the parties. For purposes of this section, a digital signature is a type of "electronic signature" as defined in subdivision (i) of Section 1633.2 of the Civil Code.

23.13 This Agreement, including any attachments or exhibits, constitutes the entire Agreement of the parties with respect to its subject matter and supersedes all prior and contemporaneous representations, proposals, discussions and communications, whether oral or in writing. This Agreement may be changed or modified only by a written amendment signed by authorized representatives of both parties.

[SIGNATURES ON FOLLOWING PAGE]

IN WITNESS WHEREOF, the Parties hereto have caused their duly authorized representatives to execute this Agreement.

COUNTY OF RIVERSIDE, a political subdivision of the state of California, on behalf of its **RIVERSIDE UNIVERSITY HEALTH SYSTEM - PUBLIC HEALTH**

By: 
Kevin Jeffries, Chair
Board of Supervisors

PUBLIC HEALTH INSTITUTE, a California nonprofit corporation

By: Darneshia S. Blackmon
Darneshia Blackmon
Director – Bid & Proposal

Dated: Aug 9, 2023

Dated: 8/29/23

ATTEST:
Kimberly Rector
Clerk of the Board

By: 

APPROVED AS TO FORM:
Minh C. Tran
County Counsel

By: Tawny Lieu
Tawny Lieu
Deputy County Counsel

EXHIBIT A SCOPE OF SERVICE

CONTRACTOR shall provide the following technical assistance activities to RUHS-PH as it implements its Center of Disease Control (CDC) grant, between June 1, 2023 and November 30, 2027, through a deliverables-based contract for a total budget of \$1,698,750.

A. Equitable, Community-Informed Workforce Development Plans

Public health infrastructure is only as strong and resilient as its workforce. Currently, the public health workforce is facing two fundamental challenges. First is a significant and ongoing workforce exodus threatening to erode the already taxed public health infrastructure and human capital. Second, the public health workforce of the future must embrace and reflect diverse races, places, and cultural identities, reflecting the communities they serve to promote health equity and justice. Without embracing diversity, equity, and inclusion as a fundamental necessity of public health, the mission of local health departments will be hindered by a lack of trusted messengers, culturally and linguistically appropriate outreach and communication, and an authentic understanding of community needs and priorities. To address these fundamental needs, the CONTRACTOR will collaborate with RUHS-PH on the following workforce recruitment, resilience and sustainability activities. Activities I and II will largely inform one another, especially the assessment phases, which will form the foundation for the formulation of the workforce development plans.

I. Develop and Implement a Workforce Recruitment Plan (A1- Activities 4 & 8): In partnership and in consultation with department leadership, the Workforce Director, Human Resources, and other stakeholders and leaders as identified by RUHS-PH, CONTRACTOR will support the development and implementation of a Workforce Recruitment Plan for RUHS-PH. The Workforce Recruitment Plan will advance departmental equity goals, define recruitment objectives, elevate promising practices, outline short-, medium-, and long-term action steps, and ensure that workforce recruitment strategies are centering equity.

- a. **Current & Future Recruitment Needs Assessment:** The needs assessment will include the following components, which may be informed by interviews with departmental leadership, focus groups with staff, focus groups with community-based organizations (CBOs) and other partners, and review of RUHS-PH documents and internal workforce-related data.

i. Organizational Assessment

1. Executive Direction & Goals for RUHS-PH Workforce – in collaboration with RUHS-PH leadership, assess the current and projected departmental strategies and goals, including departmental commitments to advance health equity, that may impact workforce needs including, but not limited to:
 - a. Anticipated transformations in RUHS-PH programs or services to meet the challenges and opportunities of the 21st century
 - b. Anticipated workforce needs
 - c. Current strategic plans and department strategies
2. Current Workforce Assessment – Assess the current RUHS-PH workforce status including, but not limited to, the areas below:
 - a. What is the current status of the RUHS-PH workforce?
 - i. Number of employees, full-time, part-time, contracted?
 - ii. Where are there vacancies?
 - iii. What is the rate of staff turnover, including projected retirement?
 - b. What is the composition of current workforce, including key demographics of RUHS-PH? At the leadership level, programmatic level? Does this composition reflect the communities being served by RUHS-PH?
 - c. Do human resources, and other staff involved in recruitment efforts, receive training in health equity principles and implementing equitable recruitment and hiring practices?
 - d. What are the processes for revising or updating current employee job descriptions? How are pay grades and salaries determined?
 - e. What are the current workforce pipelines?
 - i. Are they successful? Can they be enhanced?
 - ii. Do additional pipelines need to be developed, and at what entry points?
3. Anticipated Workforce Needs Assessment – will examine the projected and anticipated RUHS-PH workforce needs aligned with the goals and priorities

established in (i) of the Organizational Assessment. This will include, but not be limited to the following:

- a. Is there a need to establish new positions to reflect the evolving priorities of RUHS-PH, particularly those related to engaging with CBOs and residents, and advancing health equity and racial justice?
 - b. Are there additional specialized positions that need to be brought into RUHS-PH?
 - c. Are there positions that are no longer needed and should sunset or change to reflect the priorities of RUHS-PH?
4. Current Recruitment Practices Assessment – will follow a Strengths, Weaknesses, Opportunities, and Threats (SWOT) analysis model to examine the current recruitment processes to assess what aspects are effective/ineffective or perpetuating inequities in the workforce, where are there gaps and opportunities to improve equitable recruitment practices. This may include, but not be limited to, the following:
- a. What is the process for position recruitment? What channels are used to advertise positions? Are they accessible? Are they being shared with diverse partner organizations to increase applicants from communities served by RUHS-PH, Black, Indigenous, and People of Color (BIPOC) communities, and other communities disproportionately impacted by inequities (e.g., community-based organizations)?
 - b. What do the current job recruitments look like? Do they actively communicate RUHS-PH commitment to health equity and racial justice?
 - c. What qualifications are required? Is there a structure to assess and value lived experience? Are there opportunities to make them more equitable?
 - d. How is RUHS-PH communicating their mission, values, and organizational culture in the recruitment process? Is it engaging and compelling draw for potential workforce?

ii. *External Landscape Assessment*: an assessment of the broader context that influences the public health workforce and may impact RUHS-PH current and future workforce development. The Landscape Assessment may include the following components:

1. National context:

- a. Economic trends, including inflation and unemployment rates.
- b. Educational factors that may or may not increase the public health workforce (e.g., loan forgiveness programs, Bachelor's level public health programs, others).
- c. Demographic composition of potential public health workforce.

2. State context:

- a. Salary analysis for public health positions in different regions/jurisdictions across the state.
- b. Salary and benefit analysis between public and private sector public health positions.
- c. Legislative or administrative factors that may incentivize public health careers.

3. Local context:

- a. Assessment of potential workforce pipelines.
- b. Social and economic trends, challenges, and community strengths and assets, such as local educational institutions, community-based organizations, among others.
- c. Demographic information about the community at large, including race and ethnicity, immigration status, primary language, and cultures of origin, etc., will be compiled to inform the extent to which the workforce is reflective of those served, as well as how the department can better meet the needs.
- d. How is RUHS-PH perceived within the community?

b. **Develop a Key Findings Brief**: Following the completion of the assessment, CONTRACTOR will synthesize findings and develop a Key Findings Brief that will include a series of recommendations and best practices to advance RUHS-PH's equitable recruitment practices. CONTRACTOR will use the Brief to educate RUHS-PH leadership and other key

stakeholders about the current workforce status and proposed recommendations to implement and advance equitable workforce recruitment practices. Based on the stakeholder response and feedback on the Brief, CONTRACTOR will adjust and/or identify new proposed recommendations to include in the Recruitment Plan.

- c. **Draft Recruitment Plan:** the plan will include key action areas to increase sustainable and equitable workforce recruitment for RUHS-PH. Each action area will include short, medium and long-term recommendations and goals to advance equitable departmental recruitment and hiring and may include the following areas:
- i. Workforce development mission and vision that elevates the need to recruit and hire from the community, with a focus on BIPOC and low-income communities
 - ii. Job analysis and position requirements (such as inclusion of lived experience and community expertise in position requirements and applicant assessment)
 - iii. Recruitment channels and communication
 - iv. Applicant screening and selection
 - v. Salary, benefits, incentives, and opportunities for professional development and advancement
 - vi. Workforce pipelines (such as strategies to build workforce pipelines that promote diverse and inclusive workforce pipelines, mentorship opportunities, internships, etc.)
 - vii. Timelines and Key Benchmarks
 - viii. Monitoring and Evaluation Plans
- d. **Leadership Review and Modification of Recruitment Plan:** Following the development of the draft Recruitment Plan, RUHS-PH leadership, the Workforce Director, and other key stakeholders will review the plan, make recommendations for changes and provide feedback to the CONTRACTOR team to integrate into the final Recruitment Plan. CONTRACTOR anticipates that this will be an iterative process with RUHS-PH to develop the final plan and receive approval from RUHS-PH leadership.
- e. **Release of Final Recruitment Plan & Communications:** CONTRACTOR will coordinate with RUHS-PH leadership, the Workforce Director, and other key partners to release the final draft of the plan and provide support in communicating the release of the plan and proposed timeline for implementation to relevant stakeholders.

- f. **Recruitment Plan Implementation:** Based on the Workforce Recruitment Plan, CONTRACTOR will collaborate with the Workforce Director, departmental leadership, and other key stakeholders to implement activities within the identified action areas. Activities will include, but not be limited to the following:
- i. Develop an equitable recruitment approach based on the recruitment plan
 - ii. Develop a methodology and criteria for equitable disbursement of recruitment stipends
- g. **Monitor and Evaluate Recruitment Activities:** CONTRACTOR will conduct ongoing monitoring and evaluation of the recruitment activities throughout the duration of contract period to assess changes in equitable workforce recruitment, including information on applicants and hired staff such as background and experience (professional, lived experience, connection to communities served), skills, demographics, etc. Information may be gathered through review of applicant data, interviews with applicants and hired staff, among others.
- h. **Further Refinement of Recruitment Activities:** Based on the ongoing monitoring and evaluation of recruitment activities, CONTRACTOR will collaborate with the Workforce Director and other key stakeholders to change and refine the activities to more effectively support RUHS-PH's commitment to building and supporting a diverse and community-reflective workforce.

- II. Develop and Implement a Workforce Resiliency and Sustainability Plan (A1- Activities 4 & 7):** According to a recent study published in Health Affairs, nearly 50% of all employees in state and local public health agencies left between 2017 and 2021. When disaggregated by age, nearly 75% of staff ages thirty-five and younger left state and local public health agencies. If this trend continues, as much as half of the governmental public health workforce will leave their organization by 2025. The public health system is facing a critical moment in which Local Health Jurisdictions (LHJs) must invest in and support the current employees to retain a committed and skilled workforce. In partnership and in consultation with department leadership, the Workforce Director, human resources, and other stakeholders and leaders as identified by the department, CONTRACTOR will develop a Workforce Resiliency & Sustainability Plan for RUHS-PH. The Workforce Resiliency & Sustainability Plan will advance departmental equity goals, define resiliency and sustainability objectives, elevate promising practices for workforce retention, outline short-, medium-, and long-

term action steps, and ensure workforce resilience strategies are centering equity and employee wellness.

- a. **RUHS-PH Employee Resiliency & Sustainability Working Group:** CONTRACTOR will collaborate with RUHS-PH leadership, Workforce Director, and RUHS-PH programs to establish and facilitate a robust and representative RUHS-PH Employee Resiliency and Sustainability Working Group (working group) to guide all of the following activities. The working group will be comprised of staff across different RUHS-PH branches and programs, and be representative of the diversity of RUHS-PH staff across demographic factors, including gender, race and ethnicity, age, among others. The working group will meet on a regular basis with CONTRACTOR to co-develop the assessment strategies, inform key recommendations and implementation strategies, and inform the ongoing monitoring and evaluation strategies.
- b. **Current & Future Workforce Resiliency and Sustainability Needs Assessment:** The workforce resiliency and sustainability assessment will include the following components, which may be co-developed with the working group and informed by interviews with departmental leadership, surveys and focus groups with staff, focus groups with partners, and review of RUHS-PH documents and internal workforce-related data, such as staff turnover and exit interviews. This assessment will also be informed and complemented by the Recruitment Assessment outlined above.
 - i. *Organizational Assessment:* the data collected in the Recruitment Assessment (Activity I.a.) will be utilized in the Workforce Resiliency and Sustainability Needs Assessment. The components outlined below focus on specific workforce resilience and sustainability, turnover, and employee wellness information.
 1. Executive Direction & Goals for RUHS-PH Workforce – in collaboration with RUHS-PH leadership, assess the current and projected departmental strategies and goals, including departmental commitments to advance health equity, that may impact workforce resilience. Including, but not limited to:
 - a. Anticipated needs of RUHS-PH programs and staff, including additional support, employee wellness, job satisfaction and career advancement
 - b. Current strategic plans and department strategies

2. Current Retention & Turnover Statistics: Assess the current RUHS-PH workforce retention and turnover statistics, which may include, but not limited to the areas below:
 - a. What is the rate of staff turnover, including projected retirement?
 - i. What are the mechanisms for tracking reasons for staff turnover? Are there exit interviews?
 - ii. What information and data are gathered from staff who leave RUHS-PH?
 - iii. Are there demographic differences in staff versus leadership turnover?
 - b. What is the average tenure of current staff? Are there demographic differences in length of tenure?
 - c. What are the current benefits offered to employees? Are they competitive with other sectors?
3. Current Retention & Turnover Practices Assessment – will follow a Strengths, Weaknesses, Opportunities, and Threats (SWOT) analysis model to examine the current retention and employee wellness processes to assess what aspects are effective/ineffective or perpetuating inequities in the workforce, where are there gaps and opportunities to improve equitable retention practices. This assessment will be co-developed with the working group and may be informed by staff surveys and focus groups, among other methodologies. The assessment may include, but not be limited to the following:
 - a. What are the current retention activities to maintain existing RUHS-PH staff? Financial incentives? Others?
 - b. What are current practices for supporting staff and creating a positive and inclusive organizational culture? Are there specific supports for BIPOC staff? Others?
 - c. What are the mechanisms for assessing and improving job satisfaction? What are the current mechanisms to analyze findings and implement changes based on these assessment tools?
 - d. What are the opportunities for professional development and training?

- e. What are the pathways for staff to advance or move within the department? Greater advancement within their current program? Leadership opportunities?
 - f. How often is organizational structure evaluated? How does that evaluation process take place and who is involved?
 - g. What are the current programs to support employee wellness? What is the utilization rate for these programs? What is the frequency and mechanism for employees to provide feedback regarding employee wellness offerings?
4. Employee Engagement: In alignment with the assessment activities outlined above, and in close collaboration with the working group, CONTRACTOR will conduct engagement with a broader cohort of RUHS-PH employees to assess the following topics, among others. CONTRACTOR may use surveys, focus groups, and other strategies to gather employee input.
- a. What were the key reasons employees accepted their position at RUHS-PH?
 - b. What do employees like/dislike about their current position? About working within RUHS-PH?
 - c. Do they feel supported by the team, manager, broader leadership?
 - d. Do they have growth opportunities within RUHS-PH?
 - e. What aspects of employee wellness programs currently offered do they like/dislike? In what areas would they value additional resources/programs?
 - f. What is their current perception of the RUHS-PH culture?
 - g. Are they/have they considered leaving RUHS-PH? What is contributing to that?
- i. **Develop a Key Findings Brief:** Following the completion of the assessment, CONTRACTOR will synthesize findings and develop a Key Findings Brief, in collaboration with the working group, that will include a series of recommendations and best practices to advance RUHS-PH's workforce resilience and sustainability goals and employee wellness practices. CONTRACTOR will use the Brief to educate RUHS-PH leadership and other key

stakeholders about the current workforce status findings and proposed recommendations to implement and advance equitable workforce resiliency and sustainability practices. Based on the stakeholder response and feedback on the Brief, CONTRACTOR will adjust and/or identify new proposed recommendations to include in the Workforce Resiliency and Sustainability Plan.

- j. **Draft Workforce Resiliency and Sustainability Plan:** the plan will include key action areas to increase workforce resilience and sustainability for RUHS-PH. Each action area will include short, medium and long-term recommendations and goals, objectives, timelines, benchmarks, and monitoring and evaluation strategies to advance equitable retention, advancement, and employee wellness, as well as practical guidance, promising practices and/or case studies. Action areas may include the following areas, depending on results of baseline assessment:
- a. Workforce resilience mission and vision that elevates the need to retain and holistically support the RUHS-PH workforce, especially those representative of the communities served by RUHS-PH, BIPOC and low-income communities, and other communities that are disproportionately impacted by inequities
 - b. Incentives and work conditions
 - c. Employee wellness
 - d. Professional development and trainings
 - e. Career advancement and leadership opportunities
 - f. Organizational culture
 - g. Supervision and performance management
 - h. Timelines and Key Benchmarks
 - i. Monitoring and Evaluation Plans
- k. **Leadership Review and Modification of Workforce Resiliency and Sustainability Plan:** Following the development of the draft Workforce Resiliency and Sustainability Plan, RUHS-PH leadership, the Workforce Director, the working group, RUHS-PH staff, and other key stakeholders will review the plan, make recommendations for changes and provide feedback to CONTRACTOR team to integrate into the final Workforce Resiliency and Sustainability Plan. CONTRACTOR anticipates that this will be an iterative process with RUHS-PH to develop the final plan and receive approval from RUHS-PH leadership.

- l. Release of Final Workforce Resiliency and Sustainability Plan & Communications:** CONTRACTOR will coordinate with RUHS-PH leadership, the Workforce Director, and working group to release the final plan and provide support in communicating the release of the plan and proposed timeline for implementation to broader staff.
- m. Workforce Resiliency and Sustainability Plan Implementation:** Based on the Workforce Resiliency and Sustainability Plan, CONTRACTOR will collaborate with the Workforce Director, the working group, departmental leadership, and other key stakeholders to implement activities within the identified action areas. Activities may include, but not be limited to the following:

 - i. Develop a retention program based on the resilience plan that includes trauma-informed practices such as:

 1. Creating employee-identified supports and wellness programs
 2. Providing equitable compensation and benefits to all employees regardless of gender, race, or ethnicity.
 - ii. Develop a methodology and criteria for disbursement of retention stipends and/or other incentives
 - iii. Develop career ladders for promotional opportunities to accommodate a range of staff roles
- n. Monitor and Evaluate Workforce Resiliency and Sustainability Activities:** CONTRACTOR will conduct ongoing monitoring and evaluation of the workforce resiliency and sustainability activities throughout the duration of contract period to assess changes in equitable workforce retention, including information on staff experience, job satisfaction, advancement and promotion, turnover, among others.
- o. Further Refinement of Workforce Resiliency and Sustainability Activities:** Based on the ongoing monitoring and evaluation of workforce resilience and sustainability activities, CONTRACTOR will collaborate with the Workforce Director, the working group and other key stakeholders to change and refine the activities to more effectively support RUHS-PH commitment to building and supporting a diverse and community-reflective workforce.

B. Climate, Health, & Equity Technical Assistance (A1- Activity 5): Climate change is one of the greatest public health and equity threats of our time. Climate change is currently and will continue to

impact the health of communities, with disproportionate impacts on certain communities, including BIPOC and low-income communities, the elderly, and others. The public health sector, and LHJs in particular, have a unique and critical role to play in preparing communities for the impacts of climate change, by building community climate resilience, and responding to the needs of communities during climate emergencies. While there is a growing need and demand for professionals with knowledge and training at the intersection of climate change and health, very few LHJ staff have received training on this topic, either in their professional setting or education system. CONTRACTOR will develop and implement the following activities in collaboration with RUHS-PH as part of a three-pronged approach to support RUHS-PH to build climate change knowledge and capacity among staff, and integrate climate action into departmental programs and strategies.

- I. **Climate, Health, & Equity Trainings:** Develop and facilitate a climate, health, and equity training series. CONTRACTOR will deliver a four-part training series for new and existing staff on the health and equity impacts of climate change, use of the Healthy Places Index to prioritize climate resilience strategies within RUHS-PH programs and longer-term planning, and specific areas of alignment within department programs. Training content may include:
 - a. Regional and locally specific climate impacts in Riverside County
 - b. Health and equity impacts of climate change
 - c. Review of past and current climate action efforts in Riverside County
 - d. Explore areas of integration within RUHS-PH programs and functions
- II. **Climate Core Competencies Guidance Document:** A guidance document outlining recommendations to ensure that LHJ staff and leadership are developing climate core competencies. The purpose of this document is to provide widely applicable guidance on key areas that can be utilized by branches and programs across RUHS-PH. The document may provide the basis for more targeted technical assistance in activity B.II below. Key areas may include but are not limited to the areas outlined below.
 - a. Health and equity impacts of climate change
 - b. Opportunities to build climate resilience through public health practice
 - c. Prevention and response to climate events
 - d. Integration of climate into LHJ programs and planning (e.g., assessments, service provision, etc.)
 - e. Strategic planning

- f. Communications strategies
- g. Integration of public health and equity priorities into jurisdiction climate planning and funding
- h. Data processes and systems
- i. Public health accreditation

III. **Customized Program Implementation:** To assist with implementation of the concepts recommended in the training series and Climate Core Competencies guidance document, CONTRACTOR will provide up to 50 hours per year of technical assistance (250 hours total) to RUHS-PH staff and leadership across RUHS-PH programs on integrating climate change into their workforce, foundational capabilities, and programs and services.

C. Improving Equitable Contracting processes for Community-Based Organizations (A2- Activity 3)

COVID-19 has made clear that local health jurisdictions need to work closely with community-based organizations (CBOs), especially grassroots organizations. Yet government contracting processes can be a significant barrier and often prevent smaller CBOs from applying and providing needed services to their communities, particularly CBOs serving and representing communities historically and disproportionately impacted by inequities. CONTRACTOR will facilitate a multi-team working group that includes RUHS-PH as well as CBOs and experts in contracts, procurement and finance. The working group will identify barriers, best practices and key next steps to help make RUHS-PH's contracting processes more accessible to fostering partnerships with and engaging grassroots and community-based organizations. CONTRACTOR will utilize input from the working group to develop a guidance document summarizing key recommendations for improving and advancing internal equitable contracting and procurement processes for CBOs. They will also facilitate a working group to focus on implementation and ongoing monitoring and evaluation of the strategies through the remainder of the contract period. CONTRACTOR will conduct the following activities:

I. **Assessment of Current Processes:**

- a. *Internal Assessment:* In collaboration with RUHS-PH contracting and finance teams, and the working group outlined above, CONTRACTOR will conduct an in-depth assessment of the current contracting and procurement process. The internal assessment may include, but not be limited to the following questions:
 - i. What is the current composition of contractors (e.g., size of organization, leadership, communities served, etc.)?

- ii. What is the breakdown of contract amount and duration?
 - iii. How are new contracts announced and disseminated?
 - iv. What are the minimum mandatory requirements for contractors?
 - v. What is the review and selection process for contracts? Are there different contractor preference programs? Is equity embedded in these processes?
 - vi. What kind of technical assistance or capacity building is provided to contractors?
 - vii. What are the reporting requirements for contractors?
 - viii. What are the mechanisms for receiving feedback from contractors about challenges within the contracting processes?
- b. *External Assessment:* CONTRACTOR will conduct an in-depth assessment of the contracting and procurement process from the external contractor/grantee perspective. CONTRACTOR will engage with past and current contractors as well as others who have applied and not been successful in receiving contracts, and those who have not applied. Data may be collected and compiled from CBOs through surveys, key informant interviews, and focus groups regarding current contracting and procurement practices as well as recommendations for transformations in the process. This assessment may address the following questions:
- i. What are the current barriers and challenges in the RUHS-PH contracting process?
 - ii. What works well in the current contracting process?
 - iii. Were changes implemented during the COVID-19 emergency that mitigated some of the contracting challenges or burdens?
 - iv. What changes/requirements in the contracting process are necessary to create a more accessible and equitable contracting process?
- II. **Develop Key Findings Brief:** Following the completion of the assessment, CONTRACTOR will synthesize findings and develop a Key Findings Brief that will include a series of recommendations and best practices to advance RUHS-PH's equitable contracting and procurement processes. CONTRACTOR will use the Brief to educate RUHS-PH leadership, contracting and procurement and finance teams, and engage with CBOs about the current contracting and procurement processes and proposed recommendations to implement and advance equitable contracting and procurement practices. Based on the stakeholder response and feedback on the Brief, CONTRACTOR will adjust

and/or identify new proposed recommendations to include in the Contracting & Procurement Improvement Plan.

III. **Engage with Contracting & Procurement Team:** Following the updates to the Key Findings Brief, CONTRACTOR will work directly with the contracting and procurement and finance teams to identify barriers to implementation of key recommendations and identify priority actions to include in the Improvement Plan based on the feasibility, timeline, and locus of decision-making power to implement proposed changes. CONTRACTOR will work collaboratively to identify short-term opportunities as well as longer-term policy and systems changes to advance equitable contracting and procurement processes.

IV. **Draft Contracting & Procurement Improvement Plan:** Based on the Assessment and feedback received on the Key Findings Brief, CONTRACTOR will develop a Contracting and Procurement Improvement Plan. The plan may include, but not be limited to the action areas outlined below. Each action area will include short, medium and long-term recommendations and goals to advance equitable contracting and procurement, as well as practical guidance, promising practices and/or case studies.

- a. Development of an equitable investment framework
- b. Contractor/grantee outreach and communications
- c. Request for Application processes and timelines
- d. Technical assistance provision
- e. Minimum mandatory requirements
- f. Application review and selection
- g. Reporting requirements, narrative and financial
- h. Timelines and Key Benchmarks
- i. Monitoring and Evaluation Plans

V. **Stakeholder Review and Modification of Contracting and Procurement Improvement Plan:** Following the development of the draft Contracting & Procurement Improvement Plan, RUHS-PH leadership and staff, CBO partners and other key stakeholders will review the plan, make recommendations for changes and provide feedback to CONTRACTOR team to integrate into the final Contracting & Procurement Improvement Plan. CONTRACTOR anticipates that this will be an iterative process with RUHS-PH to develop the final plan and receive approval from RUHS-PH leadership.

- VI. **Final Contracting and Procurement Improvement Plan & Communications:** CONTRACTOR will coordinate with RUHS-PH leadership, the contracting and procurement and finance teams to release the final draft of the improvement plan and provide support in communicating the release of the plan and proposed timeline for implementation to key stakeholders.
- VII. **Contracting and Procurement Improvement Plan Implementation:** Based on the Contracting & Procurement Improvement Plan, CONTRACTOR will collaborate with the RUHS-PH leadership, and the contracting and procurement and finance teams to implement activities within the identified action areas.
- VIII. **Monitor and Evaluate Contracting and Procurement Activities:** CONTRACTOR will conduct ongoing monitoring and evaluation of the updated contracting and procurement activities throughout the duration of contract period to assess impact of implemented equitable contracting and procurement processes, such as the composition of contractors (e.g., leadership, size, focus area), service areas, communities served, experience of contractors, and overall equitable investment impacts.
- IX. **Further Refinement of Contracting and Procurement Improvement Plan:** Based on the ongoing monitoring and evaluation of the updated contracting and procurement processes, CONTRACTOR will collaborate with the RUHS-PH leadership, contracting and procurement and finance teams, and other key stakeholders to change and refine the activities to more effectively support RUHS-PH's commitment to equitable contracting and procurement processes.

[END OF EXHIBIT A]

**EXHIBIT B
PAYMENT PROVISIONS**

CONTRACTOR shall be entitled to receive payment for services rendered and shall not exceed the budgeted amounts for each item as follows:

Workforce Recruitment Plan

Deliverable	Amount
Upon signing of contract	\$75,000
Current & Future Recruitment Needs Assessment	\$100,000
Develop a Key Findings Brief	\$60,000
Draft Recruitment Plan	\$100,000
Leadership Review and Modification of Recruitment Plan	\$25,000
Release of Final Recruitment Plan & Communications	\$100,000
Recruitment Plan Implementation	\$100,000
Monitoring & Eval report (Yr 4)	\$45,000
Monitoring & Eval report (Yr 5)	\$45,000
TOTAL	\$650,000

Workforce Resiliency & Sustainability Plan

Deliverable	Amount
Upon signing of contract	\$75,000
Identification of Working Group (WG) participants	\$25,000
Current & Future Retention Needs Assessment	\$100,000
Develop a Key Findings Brief	\$60,000
Draft Retention Plan	\$75,000
Leadership Review and Modification of Retention Plan	\$25,000
Release of Final Retention Plan & Communications	\$100,000
Retention Plan Implementation	\$100,000
Monitoring & Eval report (Yr 4)	\$45,000
Monitoring & Eval report (Yr 5)	\$45,000
TOTAL	\$650,000

Climate, Health, & Equity Technical Assistance

Deliverable	Amount
Draft Training Series	\$10,000
Final Training Series	\$10,000
Trainings Evaluation Completed	\$10,000
Draft Core Competencies Guidance Document	\$15,000
Final Core Competencies Guidance Document	\$5,000
Technical Assistance (Yr 1)	\$9,750
Technical Assistance (Yr 2)	\$9,750
Technical Assistance (Yr 3)	\$9,750
Technical Assistance (Yr 4)	\$9,750
Technical Assistance (Yr 5)	\$9,750
TOTAL	\$98,750

Improving Equitable Contracting Processes for Community-Based Organizations

Deliverable	Amount
Assessment of current Contracts & Procurement (C&P) process	\$30,000
Develop Key Findings Brief	\$25,000
Convene C&P strategic team	\$25,000
Draft C&P Improvement Plan	\$75,000
Final C&P Improvement Plan	\$50,000
C&P Improvement Plan Implementation	\$75,000
Monitoring & Eval report (Yr 4)	\$10,000
Monitoring & Eval report (Yr 5)	\$10,000
TOTAL	\$300,000

[END OF EXHIBIT B]

 **Riverside
University
HEALTH SYSTEM**
Public Health

Date: 7/12/2033
From: Kimberly Saruwatari, Director of Public Health
To: Board of Supervisors/Purchasing Agent
Via: Julisa Alvizo- Silva, 951-358-7171

Subject: Single Source Procurement request for Public Health Institute (on behalf of the Public Health Alliance of Southern California (Alliance)) for assistance in strengthening Public Health infrastructure, workforce, and data system grant objectives.

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

1. **Supplier being requested:** Public Health Institute (on behalf of the Public Health Alliance of Southern California)

2. **Vendor ID:** 00000045298

3. **Single Source** **Sole Source**
(*Single Source - is a purchase of a commodity or service without obtaining competitive bids although more than one source is available*)

(*Sole Source - is a purchase of a commodity or service that is proprietary or no other vendor is qualified or willing to meet the county specified requirements*)

4. **Have you previously requested and received approval for a sole or single source request for this vendor for your department?** (*If yes, please provide the approved sole or single source number.*)

Yes No
SSJ# _____

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

Yes No

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

(*If this request is for professional services, attach the service agreement to this sole source request. The Purchasing Agent, or designee, is the signing authority for agreements unless the service is exempted by Ordinance 459, Board delegated authority or by State law. All insurance requirements must be met prior to work commencement. See the Risk Management website for vendor insurance requirements.*)

Kim Saruwatari, M.P.H., Director

Geoffrey Leung, M.D., Public Health Officer



Riverside University Health System - Public Health (RUHS-PH) has been awarded funding by the Centers for Disease Control (CDC) to collaboratively coordinate critical improvements to public health infrastructure, including the creation of public health workforce development plans focusing on recruitment and retention. RUHS-PH will also focus on increasing capacity for grant management and support local community organizations with technical assistance to grow future partnerships in an effort to meet the needs of the communities we serve. We will need additional expertise to support these project activities.

- 6. Unique features of the supply/service being requested from this supplier. (If this sole source request is due to proprietary software or machinery, or hardware, provide a supporting letter from the manufacturer. If this is a single source request provide an explanation of how this provides the best value for the County by selecting this vendor.)**

The Public Health (PH) Alliance is a coalition of the ten local health departments in Southern California, including Riverside County Public Health. Together, members have a statutory responsibility for more than 60 percent of California's population. Their mission is to mobilize the transformative power of local public health for enduring health equity. The Public Health Alliance recognizes RUHS-PH as the local public health agency charged with ensuring the health and well-being of county residents and acknowledges the importance of community partnerships to support strengthening local public health infrastructure and creating a trained and well-equipped public health workforce.

The PH Alliance is unique in its ability to provide technical assistance for workforce development improvements within local health departments, support strategies for developing and delivering a three-part technical assistance series to ensure RUHS-PH staff and leadership are trained on the climate, health and equity nexus, which supports foundational capacities, and working with local health jurisdictions to convene community organizations in creating policy documents for streamlining procurement and contracting practices to ensure equitable access to partnering with government organizations.

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

With the funding provided by the Centers for Disease Control (CDC) to address PH infrastructure, and workforce, this groundbreaking investment supports critical PH needs within Riverside County, to ensure that our PH system is ready to respond to emergencies like COVID-19 and to meet the evolving and complex needs of the communities and populations we serve. Contracting with the PH Alliance will allow RUHS-PH to capture the most comprehensive technical support in addressing our critical infrastructure, workforce and training needs. The PH Alliance has been cited by state and federal health agencies for their expertise in increasing resources and investments in local health departments; elevating health equity, prevention, and upstream social determinants of health approaches across sectors; ensuring an equitable and just COVID-19 response and recovery.

Kim Saruwatari, M.P.H., Director

Geoffrey Leung, M.D., Public Health Officer



Partnering with the PH Alliance will allow Riverside County to join the nine other Southern California Local Health Departments to address infrastructure and workforce development needs with a regional perspective. We know that Southern California residents, including those here in Riverside County often drive to neighboring counties for work and play. Advancing PH infrastructure across all of Southern California will ultimately improve the health outcomes for all Riverside County residents.

8. Period of Performance: From: June 01,2023 to November 30,2027

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

(A fixed- term agreement is set for a specific amount of time; it is not renewed annually. Ensure multi-year fixed-term agreements include a cancellation, non-appropriation of funds, or refund clause. If there is no clause(s) to that effect, then the agreement must be submitted to the Board for approval. No exemptions shall apply.)

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. If the annual increase may exceed the Purchasing Agent’s authority, Board approval must be obtained. (Note: ongoing costs may include but are not limited to subscriptions, licenses, maintenance, support, etc.)

Description:	FY22/23	FY23/24	FY24/25	FY25/26	FY26/27	Total
Ongoing Costs: Public Health Alliance	\$75,000	\$889,625	\$364,625	\$184,750	\$184,750	\$1,698,750
Total Costs	\$75,000	\$889,625	\$364,625	\$184,750	\$184,750	\$1,698,750

Note: Insert additional rows as needed

10. Price Reasonableness: (Explain why this price is reasonable or cost effective – were you provided government discounted pricing? Is this rate/fee comparable to industry standards?)


Market research shows that position salaries are fair and reasonable. When reviewing other organizations, we find that they do not offer the same level of detail and support that the PH Alliance does. In comparing the salary cost among several organizations, we find that the PH Alliance has an overall lower annual salary rate. Additional market research via Salary.com and Indeed.com shows that the positions offered through The Alliance are all funded below the average price point.

Kim Saruwatari, M.P.H., Director

Geoffrey Leung, M.D., Public Health Officer


Riverside University
HEALTH SYSTEM
 Public Health

11. Projected Board of Supervisor Date (if applicable): 8/1/2023
(Draft Form 11s, service agreement and or quotes must accompany the sole source request for Purchasing Agent approval.)


Danielle Huntsman for Kim Saruwatari Jul 14, 2023
 Department Head Signature Print Name Date
(or designee)

The section below is to be completed by the Purchasing Agent or designee.

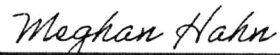
Purchasing Department Comments:

Approve
 Approve with Condition/s
 Disapprove

Condition/s:

Not to exceed:

- One-time \$ _____
- Annual Amount \$ _____ / per fiscal year through _____ (date)
(If Annual Amount Varies each FY)
 FY 22/23: \$ 75,000
 FY 23/24: \$ 889,625
 FY 24/25: \$ 364,625
 FY 25/26: \$ 184,750
 FY 26/27: \$ 184,750


7/17/23 24-022
 Purchasing Agent Date Approval Number
(Reference on Purchasing Documents)

Kim Saruwatari, M.P.H., Director Geoffrey Leung, M.D., Public Health Officer