

SUMMARY OF CONTRACT REQUEST TO THE HEALTH COMMISSION

Contractor	Harder + Company	Division/Section	PDH/CHEP
	Community Research	Exec. Administrator	Tomás Aragón, MD
Address	299 Kansas Street	DPH Administrator	Tracey Packer
	San Francisco, CA 94103	Program Administrator	Patricia Erwin Phone 628-206-7629
Contact	Richard Vezina	Contract Analyst	Nora Macias Phone 415-554-2684

Request for approval of a new contract with the **Harder + Company Community Research**, in the amount of **\$364,000**, which includes a 12% contingency, to provide **evaluation and capacity building services for the Sugary Drink Distributor Tax Initiative** for the period **November 1, 2018 through June 30, 2021 (2 years and 8 months)**.

For-Profit Non-Profit DBE RFQ- Number: 36-2017 Date: 10/19/17
 New Renewal Mod Sole Source - Approval Date: _____

Number of years DPH has been doing business with this organization: 21 years

<u>CONTRACT INFORMATION:</u>	<u>Prior Transaction</u> (New)	<u>Proposed Transaction</u> 11/1/2018-6/30/2021	<u>Annualized Difference*</u>
Funding Sources:			
General Fund (11/01/18 – 06/30/19)	\$0	\$85,000	\$85,000
General Fund (07/01/19 – 06/30/20)	\$0	\$120,000	\$120,000
General Fund (07/01/20 – 06/30/21)	\$0	\$120,000	\$120,000
TOTAL DPH REVENUES	\$0	\$325,000	\$325,000
12% Contingency Amount	\$0	\$39,000	\$39,000
CONTRACTUAL AMOUNT	\$0	\$364,000	\$364,000
TOTAL PROGRAM		\$364,000	
Contract FTE	n/a	0.59	0.59

<u>PROPOSED:</u>	<u>No. Of Clients</u>		<u>Number</u>	<u>Unit</u>
<u>Mode(s) of Service & Unit of Service Definition</u>	n/a	<u>Duplicated</u> <u>Unduplicated</u>	<u>Of</u> <u>Units</u>	<u>Cost</u>
SDDT Evaluation Services – Plan & Framework Development (1 UOS = 1 month) Year One (11/01/18 – 06/30/19)		n/a	8	\$10,625
SDDT Evaluation Services – Implementation (1 UOS = 1 month) Year Two (07/01/19 – 06/30/20)		n/a	12	\$10,000
SDDT Evaluation Services – Implementation (1 UOS = 1 month) Year Three (07/01/20 – 06/30/21)		n/a	12	\$10,000

Explanation of Service:

This is a new contract for the period of November 1, 2018-June 30, 2021 (2 years, 8 months). Harder + Company Community Research will be responsible for evaluating and capacity-building the impact of Sugary Drink Distributor Tax (SDDT) funding. San Francisco Department of Public Health (SFDPH) is in the first cycle of community based grantmaking and Harder + Company Community Research will work with the Department of Public Health (DPH) and the Sugary Drinks Distributor Tax Advisory Committee (SDDTAC) to develop an evaluation plan. In the first year, this will include developing an evaluation and outcomes framework to evaluate all funded agencies and community-based organizations (CBOs). As part of the framework, Harder + Company Community Research, along with DPH, will develop common measures that all funded CBOs/city agencies will utilize and develop tools for funded programs to use to comply with the evaluation plan. Harder + Company Community Research will develop an evaluation/data system for funded agencies and hold one meeting with all funded agencies in Spring 2019.

In the two subsequent years, Harder + Company Community Research will evaluate all funded agencies following the evaluation plan and using approved evaluation and outcomes framework as well as tools developed in year one and provide technical assistance to funded agencies to build evaluation capacity and ensure compliance with the evaluation processes. Additionally, Harder + Company Community Research Company will produce an annual evaluation report. It is expected that between 20-30 community based programs will be funded using SDDT funds, and between 10-15 city agencies/programs.

Harder + Company Community Research has worked with DPH in many different capacities over the past 21 years and provides expertise in public health evaluation.

Monitoring Report/Program Review & Follow-Up:

Performance objectives will be monitored annually by the DPH Business Office of Contract Compliance.

The SFDPH Program Administrator will be responsible for assessing and tracking all information related to the accomplishment of the project.

Nondiscrimination and Cultural Competency:

The Department will work closely with the contractor to ensure that their cultural competency plan is current and in compliance with Departmental procedures.

Listing of Board of Directors and Executive Director:

Paul Harder - Founder	
Michelle Magee - President	

Recommendations:

The Department recommends approval of this contract.