

**SUMMARY OF CONTRACT REQUEST TO THE HEALTH COMMISSION**

Contractor	<u>Regents for the University of California, Los Angeles</u>	Division/Section	<u>PHD/CHEP</u>	
		Exec. Administrator	<u>Tomas Aragon, MD</u> TJA	
Address	<u>10960 Wilshire Blvd, Suite 1550</u>	DPH Administrator	<u>Tracey Packer</u> TP	
	<u>Los Angeles, CA 90024</u>	Program Administrator	<u>Patricia Erwin</u>	Phone <u>628-206-7629</u>
Contact	<u>Royce Park</u>	Contract Analyst	<u>Irene Carmona</u>	Phone <u>415-554-2652</u>

Request for approval of a new contract with the **Regents for the University of California, Los Angeles**, in the amount of **\$1,178,240** which includes a 12% contingency, to **complete approximately 485 additional adult interviews from San Francisco County for the California Health Interview Survey**, for the period **October 1, 2018 through June 30, 2020 (1.75 years)**.

Sole Owner   
  Non-Profit   
  DBE   
  RFQ- Number: \_\_\_\_\_ Date: \_\_\_\_\_  
 New   
  Renewal   
  Mod   
  Sole Source - Approval Date: 10/2/18 (21.5)

Number of years DPH has been doing business with this organization: 20+

<u>CONTRACT INFORMATION:</u>	<u>Prior Transaction</u> (new)	<u>Proposed Transaction</u> 10/1/18-06/30/20	<u>Annualized Difference*</u>
<b>Funding Sources:</b>			
<u>Tobacco Free Program Grant (Prop 99/56)</u>	<u>\$0</u>	<u>\$1,000,000</u>	<u>\$1,000,000</u>
<u>Tobacco Free Master Settlement (Prop A)</u>	<u>\$0</u>	<u>\$52,000</u>	<u>\$52,000</u>
<u>12% Contingency</u>	<u>\$0</u>	<u>\$126,240</u>	<u>\$126,240</u>
<u>Total Contract Amount</u>	<u>\$0</u>	<u>\$1,178,240</u>	<u>\$1,178,240</u>
<u>Annual contract amount (estimate)</u>	<u>\$0</u>	<u>\$673,280</u>	<u>\$673,280</u>
<b>TOTAL PROGRAM</b>			
Contract FTE			

**PROPOSED:**

<u>Mode(s) of Service &amp; Unit of Service Definition</u>	<u>No. Of Clients</u> Duplicated <input checked="" type="checkbox"/> Unduplicated	<u>Number Of Units</u>	<u>Unit Cost</u>
<u>Interviews for CHIS oversample in SF County</u>	<u>485</u>	<u>485</u>	<u>\$2,169.07</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Explanation of Service:**

**This is a new contract for the period of October 1, 2018 through June 30, 2020 (1.75 years).** The Regents of the University of California, Los Angeles will provide an oversample for the California Health Interview Survey of 485 interviews from San Francisco County residents.

In the California Health Interview Survey (CHIS) 2018 statewide sample, 376 adult cases are already allocated to San Francisco County (hereafter referred to as the “base sample” for San Francisco County). The base sample for San Francisco County would have been conducted as part of CHIS 2018, with or without the participation of the County of San Francisco Department of Public Health (SFDPH).

Through this contract, SFDPH will provide funding to the UCLA Center for Health Policy Research (UCLA-CHPR) to complete an additional 485 adult interviews in San Francisco County, to bring the county target to 861 adult interviews. With the goal of maximizing the number of sample with specified race/ethnicity and by gender (oversample breakdown by racial/ethnic group and by gender are described in Table 1), CHIS will employ sampling and screening methods to identify the targeted sample population. UCLA-CHPR will oversample households that have a high likelihood of the specified racial/ethnic characteristics, and CHIS will attempt to complete:

- i) 300 adult interviews from Latino males,
- ii) 117 adult interviews from African-American males
- iii) 52 adult interviews from African-American females
- iv) 16 adult interviews from Chinese males

Table 1: CHIS 2018 San Francisco Sample

	Latino males	African-American males	African-American females	Chinese males	Other	Total
Base Adult Sample* (Random)	28	10	12	44	282	376
<b>Adult Oversample (Targeted)</b>	<b>300</b>	<b>117</b>	<b>52</b>	<b>16</b>	<b>0</b>	<b>485</b>
<b>Total</b>	<b>328</b>	<b>127</b>	<b>64</b>	<b>60</b>	<b>282</b>	<b>861</b>

\*Approximate sample size assumptions based on prior data collection results and base sample size for San Francisco County.

The following specific deliverables are associated will be completed with this contract:

1. A final San Francisco County sampling plan with allocated sample size goals.
2. Protocols followed at all stages of data collection, addressing screening, refusal conversion, and interviewing as documented in the CHIS 2015-2016 methodology report series.
3. Quarterly sample monitoring reports for the San Francisco County data collection period.
4. A final report of the data collection showing the disposition of all sample points (telephone numbers) used in the SFDPH sample as documented in the CHIS 2015-2016 methodology report series.
5. Documentation regarding calculation of weights and variance estimates for SFDPH as documented in the CHIS 2015-2016 methodology report series.
6. Documentation regarding response rates for SFDPH base and oversample as documented in the CHIS 2015-2016 methodology series.
7. SFDPH local health department files for 2018 (adult survey, child survey, and adolescent survey) and accompanying documentation in accordance with the data sharing

The funding source for this contract is both the Tobacco Free Program Grant (Prop 99/56) and the Tobacco Free Master Settlement (Prop A).

**Monitoring Report/Program Review & Follow-Up:**

The contract services will be monitored by the Department as required.

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:**

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**Recommendations:**

The Department recommends approval of this contract.

