



Board Agenda Item 58

DATE: December 11, 2018

TO: Board of Supervisors

SUBMITTED BY: David Pomaville, Director, Department of Public Health

SUBJECT: Agreement with NMK Research and Consulting

RECOMMENDED ACTION(S):

Approve and authorize the Chairman to execute an Agreement with NMK Research and Consulting, for local tobacco control program evaluation services, effective December 11, 2018, not to exceed four years and seven months, which includes a two-year and seven-month base contract and two optional one-year extensions, total not to exceed \$239,882.

Approval of the recommended action will continue comprehensive evaluation services for the Department of Public Health's Tobacco Prevention Program (TPP) to satisfy the requirement under the California Department of Public Health's (CDPH) California Tobacco Control Program (CTCP), for a dedicated external evaluator. The recommended agreement will be funded with CTCP grant funds, with no Net County Cost (NCC). This item is countywide.

ALTERNATIVE ACTION(S):

Should your Board not approve the recommended action, the Department could reissue the request for proposals (RFP); however, this would result in a delay of several months to implement the required grant program and the Department's objectives.

FISCAL IMPACT:

There is no increase in NCC associated with the recommended action. The maximum compensation is \$239,882 for the term.

FY 2018-19	\$36,509
FY 2019-20	\$50,453
FY 2020-21	\$52,920
FY 2021-22	\$50,000
FY 2022-23	\$50,000

The recommended agreement will be funded entirely by CTCP grant funds. Sufficient appropriations and estimated revenues are included in the Department's Org 5620 FY 2018-19 Adopted Budget and will be included in future budget requests for the duration of the term.

DISCUSSION:

For nearly 30 years, CTCP has led the fight to keep tobacco and electronic smoking devices out of the hands of youth, help tobacco users quit, and ensure that all Californians can live, work, play, and learn in

tobacco- and vapor-free environments. CTCP is the longest running, most comprehensive tobacco control program in the nation.

On June 19, 2018, the Internal Services Department - Purchasing Division (ISD - Purchasing) issued RFP No. 18-057 for comprehensive evaluation service activities completed under the Department's TPP. Notices were sent to 12 service vendors and published on Public Purchase. The RFP required bidders to demonstrate their capabilities, quality of work, organizational plan with a cost effective proposal through their overall response to the scope of work activities. The RFP closed on July 30, 2018.

The Department received three responses for evaluation services. A three-member evaluation panel consisting of Department staff and a tobacco prevention program community partner evaluated the proposals and unanimously recommended NMK Research and Consulting (NMK) for the solicited services. NMK demonstrated the necessary experience and expertise to complete required scope of work activities through an organized, well-developed management plan and a cost effective budget that offered annual cost savings through matching resources with in-kind services.

NMK will assist the Department by:

- providing comprehensive evaluation services;
- consulting on the TPP's 2017-2021 Scope of Work;
- developing data collection instruments;
- preparing evaluation reports;
- monitoring TPP's progress; and,
- analyzing process and outcome evaluation data

NMK's findings will be used to inform on current program strategies and will guide TPP in the development of future work plans. The scope of work requirements for TPP's grant activities has historically included program evaluation services.

With your Board's approval, the recommended agreement will allow the Department to continue meeting CTCP grant requirements and to complete TPP scope of work objectives in the areas of tobacco prevention and control through policy, system, and environmental change.

REFERENCE MATERIAL:

BAI #58, September 25, 2018

ATTACHMENTS INCLUDED AND/OR ON FILE:

On file with Clerk - Agreement with NMK Research and Consulting

CAO ANALYST:

Sonia M. De La Rosa