



Edwin M. Lee, Mayor

Trent Rhorer, Executive Director

MEMORANDUM

TO:	HUMAN SERVICES COMMISSION		
THROUGH:	TRENT RHORER, EXECUTIVE DIRECTOR		
FROM:	NOELLE SIMMONS, DEPUTY DIRECTOR JOHN TSUTAKAWA, DIRECTOR OF CONTRACTS <i>Ju</i>		
DATE:	JUNE 17, 2016		
SUBJECT:	NEW CONTRACT: URBAN INSTITUTE (NON-PROFIT) FOR PROVISION OF PROJECT 500 EVALUATION PLAN		
CONTRACT TERM:	7/1/16-5/31/17		
CONTRACT AMOUNT:	<u>New</u> \$79,994	<u>Contingency</u> \$7,999	<u>Total</u> \$87,993
ANNUAL AMOUNT:	FY 16/17 \$79,994		
Funding Source FUNDING: PERCENTAGE:	<u>County</u> \$43,997 55%	<u>State/Fed</u> \$35,997 45%	<u>Contingency</u> \$7,999 100%

The Department of Human Services (DHS) requests authorization to enter into a new contract with the Urban Institute for the period of July 1, 2016 to May 31, 2017, in an amount of \$79,994 plus a 10% contingency for a total amount not to exceed of \$87,993. The purpose of the contract is to provide Project 500 Evaluation Plan for the Human Services Agency.

Background

Project 500 is a collaboration among the city’s main agencies serving low-income families: the San Francisco Human Services Agency (SF-HSA), the Department of Public Health (SF-DPH), the Office of Child Support Services, and the Office of Early Care and Education. The partners have developed a two-generation strategy, providing parents with employment support to improve household income and economic self-sufficiency while also providing young children

with the developmental support they need to arrive at school ready to succeed. The goal of Project 500 is to improve child and family outcomes by building better cross-system collaboration among agencies and service providers delivering a suite of standalone interventions in conjunction with one another.

Services to be Provided

The Contractor will develop an evaluation plan and provide technical assistance related to the theory and measurement of Project 500 implementation. The Human Services Agency seeks to evaluate the effectiveness of Project 500. The Contractor's specific role on the project will be to collaboratively develop the evaluation plan and provide expert advice on program design prior to and initially following program launch. Following the contract period, the plan will be used to examine the extent to which 1) program activities unfold consistent with the logic model and with the intervention design, 2) the project achieves observable cross-systems collaboration that mediates the impact of the standalone interventions as combined under Project 500, and 3) the project improves child and family outcomes.

Selection

Contractor was selected through Informal Bid (IB) # 699 issued March 31, 2016.

Funding

Funding for this Contract is provided by 55% County Fund and 45% State/Federal mix of funds.

ATTACHMENTS

Appendix A – Services to be Provided

Appendix B – Calculation of Charges

**Appendix A – Services to be Provided
Urban Institute
Project 500 Evaluation Plan**

July 1, 2016 – May 31, 2017

I. Purpose of Contract

The Contractor will develop an evaluation plan and provide technical assistance related to the theory and measurement of Project 500 implementation. The goal of P500 is to improve child and family outcomes by building better cross-system collaboration among agencies and service providers delivering a suite of standalone interventions in conjunction with one another.

SFHSA seeks to understand the effectiveness of P500. The Contractor’s specific role on the project will be to collaboratively develop the evaluation plan and provide expert advice on program design prior to and initially following program launch. Following the contract period, the plan will be used to examine the extent to which 1) program activities unfold consistent with the logic model and with the intervention design, 2) the project achieves observable cross-systems collaboration that mediates the impact of the standalone interventions as combined under P500, and 3) the project improves child and family outcomes.

II. Definitions

CARBON	Contracts Administration, Reporting, and Billing Online Database
CalWORKS	TANF Division of the Human Services Agency of the City and County of San Francisco
Contractor	Urban Institute
P500	Project 500
SFHSA	Human Services Agency of the City and County of San Francisco

III. Description of Services

The Contractor will engage in activities related to developing a plan for evaluating the implementation and outcomes of P500 including:

- A. Attend an on-site meeting to launch the project with key project partners, including follow-up individual in person meetings within the first two weeks of contract execution.

- B. Attend one other in-person meeting at a date to be determined.
- C. Participate in bi-weekly check-in conference calls with HSA's evaluation team.
- D. Participate in other key meetings, as requested, and facilitate discussions among project partners on articulating a theory of change and logic model, and how to refine the model and clarify outcomes consistent with those foundational documents.
- E. Recommend methods to identify and refine the target population.
- F. Provide technical assistance about evidence-based and promising practices to inform the project design, launch, and evaluation.
- G. Provide recommendations to help clarify the program model and design.
- H. Develop implementation and outcomes measures, building on current work to date.
- I. Provide guidance on linking data across multiple systems and data sharing.
- J. Determine the feasibility of experimental and quasi-experimental design options for the outcomes study.
- K. Advise on baseline data collection and database design.
- L. Produce a written evaluation plan detailing the above components and an evaluation timeline.

IV. Location and Time of Services

Services will be offered under the auspices of Urban Institute's locations. However, meetings related to the project may occur at SFHSA offices or those of partner agencies.

V. Service Objectives

Within the six-month contract period, the Contractor will meet the following service objectives:

- A. Conduct a kickoff phone meeting with HSA.
- B. Complete a series of calls with project partners and gather relevant documents in relation to pre-planning efforts to gain an understanding of the program.
- C. Conduct a kickoff meeting and other meetings/calls, as needed, with relevant project partners, as well as regular project update conference calls with HSA.
- D. Conduct one additional in-person meeting.
- E. Advise on baseline data collection and database design.

VI. Deliverables

The Contractor's success in developing an implementation plan is dependent on SFHSA and the project partners providing complete, timely information and the following outcome objective are offered with recognition of their mutual nature. The Contractor will:

- A. Develop a theory of change and logic model.
- B. Select measures and metrics for the process and outcomes studies.

- C. Develop data collection guidelines, including data sources and frequency of data collection, for project launch.
- D. Determine evaluation methods/approach.
- E. Propose an evaluation timeline.
- F. Provide to SFHSA a full draft of the evaluation plan for review.
- G. Incorporate feedback as appropriate and produce a final evaluation plan that includes a theory of change, logic model, target population, project description, research questions, data collection methods, process and outcomes methodologies, dissemination plan, and timeline.
- H. Delivery of “Task 3: Evaluation Plan”, no later than December 2016.

VII. Reporting Requirements

- A. Contractor will provide a monthly invoice documenting hours spent by each project team member. Submit deliverables to CARBON in PDF form.
- B. For assistance with reporting requirements or submission of reports, contact:

Steve.Kim@sfgov.org
Contract Manager, Office of Contract Management
or
Bridgette.Lery@sfgov.org
Planning Analyst, Human Services Agency

VIII. Monitoring Activities

- A. Program Monitoring: Program monitoring will include review of the evaluation plan components by SFHSA as they are drafted.
- B. Fiscal Compliance and Contract Monitoring: Fiscal monitoring will include review of the Contractor’s organizational budget, the general ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal policy manual, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring will include review of Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, and MOUs, and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

**Appendix B – Calculation of Charges
Urban Institute
Project 500 Evaluation Plan**

July 1, 2016 – May 31, 2017

	Estimated Budget	Travel Expense	Total
Task 1: Prep & Opening Meeting	\$13,103	\$3,844	\$16,947
Task 2: Design and Evaluation	\$33,083	\$2,563	\$35,646
Task 3: Evaluation Plan	\$11,321		\$11,321
Task 4: Management	\$16,080		\$16,080
Total Phases	\$73,587	*\$6,407	\$79,994

*Travel and hotel lodging will follow the GSA guidelines

Total Contract	\$79,994
10% Contingency	\$ 7,999
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Total Not to Exceed \$87,993

- I.** Contractor shall submit invoices on a monthly basis. Invoices shall detail the services provided, the staff providing the service, the number of hours provided, and the dates of service provision.
- II.** Contractor shall submit Monthly Status Reports with their invoices. Verification and approval of the work detailed in the Monthly Status Reports and the invoices by Planning Analyst (Bridgette Lery) and Contract Manager (Steve Kim) is required for payment.
- III.** The total amount of this budget is **\$79,994**. Contingent amount up to \$7,999 may be available, in the City’s sole discretion.
- IV.** The total amount of the contract shall not to exceed **\$87,993**.