

**SUMMARY OF COMMUNITY-BASED ORGANIZATION AGREEMENTS AND OTHER DIRECT TREATMENT PROVIDERS
REQUEST TO THE HEALTH COMMISSION**

This Agreement is for the provision of direct treatment/services that serves as an extension of DPH's service delivery system.

Vendor:	<u>Civic Edge Consulting</u>	Division/Section:	<u>PHD / PHEPR</u>
		Deputy Director:	<u>DS</u>
Address:	<u>101A Clay Street #267</u>	DPH Administrator:	<u>Susan Philip, MD</u>
	<u>San Francisco, CA 94111</u>	Program Administrator:	<u>Duane Poe</u> Phone: <u>628-217-6963</u>
Contact:	<u>Amber Shipley</u> Phone: <u>415-915-0511</u>	Contract Analyst:	<u>Nora Macias</u> Phone: <u>415-613-6636</u>

Request for approval of a New Professional Services Agreement with Civic Edge Consulting to perform Stakeholder Outreach Services. The total proposed agreement amount is \$200,000 which does not include the 12% contingency as this is a one-time funding for the term of 11/01/2024 through 10/31/2025 (1 year).

Mark only one for each question below:

- Vendor Type:** For Profit Non-Profit Government Entity
- Is the Vendor a CMD Certified LBE?** Yes No
- Purchasing Authority:** RFQ Sole Source
RFQ2022-02
01/18/2024
- Does DPH have other existing agreements with this Vendor?** Yes No
If yes, approximately how many years has DPH been doing business with this Vendor? Provide explanation, as needed. 3 Years

AGREEMENT INFORMATION

Proposed Transaction

11/01/2024 – 10/31/2025

FUNDING SOURCES:

Federal Grant – Strengthening U.S. Public Health Infrastructure, Workforce, and Data Systems

Initial Year	All Ongoing Years <i>exclude initial year</i>	Total
\$200,000	\$0	\$200,00
<u>\$200,000</u>	<u>\$0</u>	<u>\$200,000</u>

TOTAL AGREEMENT AMOUNT WITHOUT CONTINGENCY:

<u>\$200,000</u>	<u>\$0</u>	<u>\$200,000</u>
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ONE-TIME COSTS:

ANNUAL AMOUNT WITHOUT CONTINGENCY*:

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**Ongoing years excludes one-time costs.*

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PROPOSED UNITS OF SERVICES

Mode(s) of Service & Unit of Service (UOS)/ Number of Contacts (NOC) Definition	Number of Clients		Number of Units/ NOC	Unit Cost
	<input type="checkbox"/> Duplicated	<input type="checkbox"/> Unduplicated		
Landscape Analysis of Emergency Preparedness Communication: <ul style="list-style-type: none"> • Project Management • Engagement Planning • Implementation of Engagement • Monthly Reporting 	n/a		12	\$16,667

PRIMARY TARGET POPULATIONS

Agreement's Primary Target Groups	The program will provide services to all ethnicities and populations in San Francisco, with focused expertise to address the unique cultural needs of the two following neighborhoods: Visitacion Valley and Sunnydale.
Agreement's Primary Target Neighborhood or Area	Visitacion Valley and Sunnydale neighborhoods.

Purpose of Agreement:

Civic Edge Consulting will work with SFDPH/PHD – Population Health and Emergency Preparedness and Response (PHEPR) Section to leverage department relationships with community-based organizations and neighborhood stakeholders. Civic Edge Consulting will conduct focus groups, individual interviews, and street outreach in order to collect data on community awareness and their preparation for both small and large scale emergencies.

Civic Edge Consulting will work with SFDPH to develop outreach strategies for collecting information. These strategies will include assessing the language needs of the community and the evaluation of current threshold languages to determine the appropriate messaging for each community, including stakeholders and residents.

Civic Edge will implement the appropriate qualitative survey tools, such as key informant interviews, focus groups, digital ethnography, and text messaging surveys that will allow for recommendations on communication

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dissemination methods that best meet the needs of the communities being evaluated. The neighborhood analysis and stakeholder mapping will identify populations who carry the heaviest burden and provide for the ability to further evaluate engagement strategies to reach each unique population.

Civic Edge will facilitate an overview to PHEPR leadership of the data collected that will provide for lessons learned, the use of strategies that can improve communication and messaging to the community, and the documentation methods used to connect with the various community members, including stake holders and residents.

Civic Edge Consulting was selected under RFQ2022-02 ranking number 1 under Service Area 1: Stakeholder Outreach Engagement and Facilitation Services.

Monitoring Report/Program Review & Follow-up:

Program leadership from the DPH System of Care, PHERP, will meet regularly with the Civic Edge team to discuss the feedback received and they will provide updates on the landscape analysis conducted by the Civic Edge. Civic Edge will provide progress reports as part of the meeting to ensure that objectives and measurements are being met.

Additionally, this Agreement will have the following objectives monitored:

- **Objective 1: Deliver Two Community Presentations**

Monitor: Review creative concepts to ensure that the community presentation meets DPH standards.

- **Objective 2: Generate a Written Report**

Monitor: A final report will be presented to DPH PHEPR leadership. Prior to the final report being presented a draft version will be required in order to evaluate. This review will ensure that all service points are included in the final presented report to DPH PHEPR leadership.

Health Equity and Inclusion Compliance:

The Vendor will provide the necessary information to comply with the Department's Office of Health Equity (OHE) requirements and will work collaboratively to remove systemic and operational barriers that impede providing appropriate levels of services to meet the needs of disadvantaged BIPOC stakeholders and communities.

Listing of Firm Owners:

President: Lisbet Sunshine

Partners: Alia Al-Sharif, Partner Amber Shipley, Managing Partner
