



Mark Farrell, Mayor

Department of Human Services
Department of Aging and Adult Services

Trent Rhorer, Executive Director

MEMORANDUM

TO: AGING & ADULT SERVICES COMMISSION

THROUGH: SHIREEN MCSPADDEN, EXECUTIVE DIRECTOR

FROM: CINDY KAUFFMAN, DEPUTY DIRECTOR
JOHN TSUTAKAWA, DIRECTOR OF CONTRACTS *JKI*

DATE: MAY 2, 2018

SUBJECT: NEW CONTRACT: **SAN FRANCISCO STATE UNIVERSITY (GOVERNMENT)** TO PROVIDE CONSULTING SERVICES FOR COMMUNITY CULTURAL CENTER FOR ADULTS WITH DISABILITIES

CONTRACT TERM: 5/1/2018 - 3/31/2019

CONTRACT AMOUNT:	\$99,842	<u>Contingency</u> \$9,984	<u>Total</u> \$109,826		
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<u>Funding Source</u>	<u>County</u>	<u>State</u>	<u>Federal</u>	<u>Contingency</u>	<u>Total</u>
FUNDING	\$99,842			\$9,984	\$109,826
PERCENTAGE:	100%	0%	0%		

The Department of Aging & Adult Services (DAAS) requests authorization to enter into a contract with San Francisco State University (SFSU) for the period of May 1, 2018 to March 31, 2019, in the amount of \$99,842, plus a 10% contingency for a total amount not to exceed \$109,826. The purpose of this contract is for development of a strategic plan for a community cultural center focused on adults with disabilities in the City and County of San Francisco.

Background

On November 8, 2016 the voters of the City and County of San Francisco passed Proposition I that established the Dignity Fund to ensure the health and well-being of seniors and adults with disabilities. The fund is administered by the Department of Aging and Adult Services (DAAS) solely to help seniors and adults with disabilities secure and utilize the necessary services and support to live with dignity in their own homes and communities. The City Charter Amendment for the Fund established an eleven (11) member Oversight and Advisory Committee (OAC) to monitor and support the administration of the Dignity Fund. The OAC is responsible for developing recommendations for DAAS regarding services to seniors and adults with disabilities

that are supported by the Fund. DAAS is committed to the defined goals in the City Charter and with input from the OAC developed an allocation plan based on known areas of need for seniors and adults with disabilities.

The allocation plan for fiscal year 17/18 contained a community service initiative that included funding for the development of new community services models and highlighted the need for services and community sites that are centered on the adults with disabilities population. To further support the initiative and broaden its reach, DAAS will utilize consulting services to help develop a strategic plan to create a community and cultural center focused on adults with disabilities in the City and County of San Francisco.

Services to be Provided

The Contractor, San Francisco State University on behalf of Paul K. Longmore Institute on Disability, will conduct an eleven (11) month process that will include literature research, field research, and collaborative planning that will culminate in a final strategic plan that includes major goals and strategies to achieve those goals. The Contractor will provide milestone and final deliverables during the process including the following:

1. A background report that provides a review of existing cultural centers and examination of relevant factors that may affect the planning and operation of a community cultural center focused on the AWD population.
2. A needs assessment report generated from the Contractor's field research that includes the design, collection, and analysis of survey results as well from focus groups.
3. A first draft of the strategic plan vetted by designated stakeholders with expertise in the field of disabilities that will be reviewed by DAAS.
4. The final deliverables include a strategic plan that identifies goals, strategies to achieve goals, measurable objectives, and indicators for adjustments; an information page that summarizes the plan's main features; and lastly, an action plan template and timeline.

For more specific information regarding the scope of services, deliverables, and budget, please refer to attached Appendices A and B.

Performance

This is a new contract for both San Francisco State University and DAAS. There is no monitoring history to report at this time.

Selection

Contractor was selected through Request for Qualifications (RFQ) #777 which was released December 14, 2017. The Contractor was determined qualified by an impartial review panel.

Funding

Funding for this contract is provided by County General Fund (Dignity Fund).

Attachments

- Appendix A – Services to be Provided
- Appendix B – Calculation of Charges

Appendix A – Services to be Provided

Paul K. Longmore Institute on Disability at San Francisco State University

Consulting Services for Community Cultural Center for Adults with Disabilities

May 1, 2018 – March 31, 2019

I. Purpose of Contract

The purpose of this contract is for the provision of consulting services and the development of a strategic plan that will be used by the Department of Aging and Adult Services (DAAS) for the development of a community and cultural center in San Francisco focused on the Adults with Disabilities population.

The goal of the strategic plan and other identified deliverables in Section IV-Description of Services is to identify the types of services, events, and resources needed to develop a community and cultural center focused on Adults with Disabilities (AWD) in the City and County of San Francisco.

II. Definitions

Activities of Daily Living (ADL)	The basic tasks of everyday life including eating, bathing, dressing, toileting, and transferring (i.e., getting in and out of a bed or chair)
Adult/s with Disabilities (AWD)	Person/s 18 years of age or older living with one or more disabilities.
CARBON	Contracts Administration, Reporting and Billing On Line System.
City	City and County of San Francisco, a municipal corporation.
Controller	Controller of the City and County of San Francisco or designated agent.
DAAS	Department of Aging and Adult Services, a division of the San Francisco Human Services Agency
Disability	A condition attributable to mental or physical impairment, or a combination of mental and physical impairments including hearing and visual impairments, that results in substantial functional limitations in one (1) or more of the following areas of major life activity: a) Activities of Daily Living (ADL), and/or Instrumental Activities of Daily Living (IADL), b) Capacity for independent living and self-direction, c) Cognitive functioning, and emotional adjustment.
Contractor	Paul K. Longmore Institute on Disability at San Francisco State University
HSA	San Francisco Human Services Agency
Instrumental Activities of Daily Living (IADL)	Activities related to independent living and include preparing meals, managing money, shopping for groceries or personal items, medication management, performing light or heavy housework, and using a telephone.

OCM	Office of Contract Management, Human Services Agency
Older Adult	Person who is 60 years of age or older; used interchangeably with the term “Senior.”
Senior	Person who is 60 years of age or older; used interchangeably with the “Older Adult.”

III. Target Population

All residents of San Francisco that are 18 years of age or older living with one or more disabilities.

IV. Description of Services

The Contractor will facilitate an eleven (11) month process that includes analyzing existing scholarly literature, researching current trends, and conducting surveys and focus groups to develop a strategic plan that encompasses the types of services, events, resources and other elements that are needed and desired by Adults with Disabilities living in San Francisco for the development of a new community cultural center focused on the AWD population. The eleven month process will be conducted in the four phases described below.

1. Phase One: May – July 2018, Preparation and Research

The Contractor will research and provide analysis of existing cultural centers to DAAS. The research will include scholarly literature review, an assessment of the resources currently available to the AWD population in San Francisco, and an examination of relevant factors that may affect the planning and operation of a community cultural center focused on the AWD population.

With input from DAAS and a commitment to a diverse representation of the disability community, the Contractor will recruit and assemble a committee of seven to ten stakeholders who have expertise to guide the development of the strategic plan.

The key deliverable at the end of Phase 1 and no later than 7/31/18 is a comprehensive background report summarizing the findings of the Contractor’s research and analysis.

2. Phase Two: August – December 2018, Field Research

The Contractor will develop and conduct a survey to assess the resources and spaces currently available to the AWD population in San Francisco and to identify services, events, resources and other elements that are needed and desired by the AWD population in a community cultural center.

The Contractor will recruit survey participants that will include, but are not limited to: disability studies educators, community organizations and government agencies that provide services to the AWD population,, individual adults with disabilities in San Francisco and their family members.

Based on the discoveries of the survey and with input from DAAS, the Contractor will hold at least five (5) focus groups to address themes that emerged from the survey to further identify desired objectives for the AWD community cultural center.

The key deliverable at the end of Phase 2 and no later than 12/31/18 is a needs assessment report with raw data and analysis from the survey and focus group research.

3. Phase Three: December 2018 – February 2019, Collaborative Planning

The Contractor, in collaboration with its planning committee, and other stakeholder groups as needed, will develop a draft strategic plan that includes objectives, planned approach, benchmarks, and any indicators that would suggest there is a need to adjust the plan. The draft of the strategic plan will be submitted to DAAS for review and feedback. This is the key deliverable at the end of Phase 3 and is due no later than 2/28/19.

4. Phase Four: February 2019 – March 2019, Final Documents

The Contractor will work with DAAS in reviewing and incorporating initial feedback in the draft of the strategic plan to produce a final plan. The Contractor will also create an action plan template and timeline that identifies the activities that need to be completed, by whom, and by when, so that DAAS can track the execution of the strategic plan.

The key deliverable at the end of Phase 4 and no later than 3/31/19 is a final strategic plan that includes objectives, planned approach, benchmarks, areas of concern, an action plan template and timeline, and an executive summary.

V. Location and Time of Services

The bulk of Contractor's work shall be done at their own location. When necessary, Contractor will work directly with staff, such as attending face-to-face meetings, at locations to be determined.

VI. Reporting Requirements

1. Contractor will provide a monthly report of activities. Contractor will enter the monthly metrics in the CARBON database by the 15th of the following month.
2. Contractor will provide a final report summarizing the contract activities. This report will also include accomplishments and challenges encountered by the Contractor. Contractor will enter the annual metrics in the CARBON database by the 15th of the month following the end of the program year.
3. Contractor will provide ad hoc reports as requested by the DAAS.

For assistance with reporting requirements or submission of reports, contact:

Judy Ng

Contract Manager, HSA Office of Contract Management

Email: Judy.Ng@sfgov.org

or

Tiffany Kearney

Dignity Fund Program Analyst, Department of Aging and Adult Services

Email: Tiffany.Kearney@sfgov.org

Appendix B – Calculation of Charges
Paul K. Longmore Institute on Disability at San Francisco State University
Consulting Services for Community Cultural Center for Adults with Disabilities
Effective 5/1/2018 – 3/31/2019

- I. The contract term for the Consulting Services for Community Cultural Center under this Agreement will be effective May 1, 2018 to March 31, 2019.
- II. Contractor will be compensated on an hourly basis in accordance with the terms of the agreement and the budget specified in Attachment 1 to Appendix B, at the hourly rates for each individual participating in the project identified therein, for an approximate total of 1,273 hours during the term of the Agreement.

Total contract amount for the period of May 1, 2018 through March 31, 2019 is not to exceed **\$99,842**.

- III. Contractor shall submit invoices upon completion of task/deliverable outlined in Attachment 1 to Appendix B Fee Schedule. Invoices shall document the number of hours spent on the associated deliverable/task as outlined in Attachment 1 to Appendix B Fee Schedule, and any additional work outside of the deliverable/task authorized in writing by DAAS staff or management. The Contractor further understands that payment will be made only upon DAAS staff and/or management confirmation of completion of each deliverable/task and will cover only those costs specifically associated with completion of that task/deliverable.
- IV. Contractor understands that, of the maximum dollar obligation listed in Section 4 of this Agreement, **Nine Thousand Nine Hundred Eighty-Four Dollars (\$9,984)** is included as a contingency amount and is neither to be used in the Program Budget, nor available to Contractor without a modification to this Agreement executed in the same manner as this Agreement or a revision to the Program Budgets of Appendix B, which has been approved by Contract Manager. Contractor further understands that no payment of any portion of this contingency amount will be made unless and until such modification or budget revision has been fully approved and executed in accordance with applicable City and Human Services Agency laws, regulations and policies/procedures and certification as to the availability of funds by Controller. Contractor agrees to fully comply with these laws, regulations, and policies/procedures.
- V. A final closing invoice, clearly marked "FINAL," shall be submitted no later than forty-five (45) calendar days following the closing date of the Agreement, and shall include only those Services rendered during the referenced period of performance. If Services are not invoiced during this period, all unexpended funding set aside for this Agreement will revert to City. City's final reimbursement to the Contractor at the close of the Agreement period shall not exceed the total amount authorized and certified for this Agreement.

Attachment 1 to Appendix B, Project Plan Fee Schedule



Community Cultural Center for Adults with Disabilities
San Francisco Department of Aging and Adult Services
Project Plan Fee Schedule

Project Costs		Phase 1: Preparation & Research	Phase 2: Field Research	Phase 3: Collaborative Planning	Phase 4: Final Documents
<i>Note: hourly rates is inclusive of salary, wages, benefits, and fringe benefits.</i>					
Personnel, \$/Hr	Hours/Phase, Total Cost/Phase				
Catherine Kudlick \$180.75	30 hours \$5,423	45 hours \$8,134	20 hours \$3,615	9 hours \$1,627	
Emily Smith Beitiks \$60.69	60 hours \$3,641	80 hours \$4,855	40 hours \$2,427	30 hours \$1,821	
Christine Rodrigues \$74.95	110 hours \$8,244	200 hours \$14,989	92 hours \$6,895	65 hours \$4,872	
Student Assistants \$15.40	164 hours \$2,525	288 hours \$4,435	40 hours \$616		
Subtotal Personnel	\$19,833	\$32,413	\$13,554	\$8,319	

Phase 1: Preparation & Research	Phase 2: Field Research	Phase 3: Collaborative Planning	Phase 4: Final Documents
Supplies, Services and Other Costs:			
Sign Language Interpreter	At Focus Groups - \$100/hr x 2 people x 2 hrs x 2 groups \$800		
Open Captioner	At Focus Groups - \$100/hr x 2 people x 2 hrs x 2 groups \$800		
Supplies, Services and Other Costs, continued:			
Hospitality	Food & Beverages for Committee Meetings \$50	Food & Beverages for Cttee Mtgs & Focus Groups \$1,600	Food & Beverages for Full- Day Committee Retreat \$600
Transcripts		Transcribe Focus Groups (5 groups x 2 hours x \$1/min) \$600	
Printing Flyers		Flyers to promote survey and focus group participation \$250	
Subtotal	\$50	\$4,050	\$0
Supplies:			

	Phase 1: Preparation & Research	Phase 2: Field Research	Phase 3: Collaborative Planning	Phase 4: Final Documents
Honoraria for Participation		Focus Group Participants (\$100 x 10 x 5) \$5,000		Strategic Planning Committee (\$300 x 10) \$3,000
Subtotal Other:	\$0	\$5,000	\$0	\$3,000
Total Direct Cost by Phase:	\$19,883	\$41,463	\$14,154	\$11,319
	Total Direct Cost: \$86,819 Total Indirect Cost (15% Admin): \$13,023 Total Cost: \$99,842			

Attachment 1 to Appendix B, Project Plan Fee Schedule



Community Cultural Center for Adults with Disabilities
 San Francisco Department of Aging and Adult Services
Strategic Planning Timeline

2018								2019			
May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	
Phase 1											
Research Center Models											
Research Internal/External Context			Phase 2								
Recruit Committee Members & Refine the Planning Process	Identify Big Questions	BACK-GROUND REPORT	Design Survey & Identify Recipients	Collect Survey Design Focus Group Q's, Recruit Participants		Focus Groups		NEEDS ASSESSMENT REPORT			
			Prep for Retreat				Phase 3				
							Phase 4				
							GOALS, STRATEGIES, OBJECTIVES, FLAGS				
											Action Plan & Timeline
							FINAL PLAN				