



May 14, 2020

STAFF REPORT

MEMO TO: SUTTER COUNTY CHILDREN & FAMILIES COMMISSION

FROM: MICHELE BLAKE, EXECUTIVE DIRECTOR

SUBJECT: APPROVAL OF EVALUATION SERVICES AGREEMENT

RECOMMENDATION: It is the recommendation of the Executive Director that the Commission approve an agreement with Applied Survey Research to provide evaluation services in an amount not to exceed \$32,000 annually from July 1, 2020-June 30, 2023 with the option to renew for an additional two years, based on performance and availability of funds.

BACKGROUND: The California Children and Families First Act requires outcome-based accountability and evaluation from local Commissions. The Health and Safety Code section governing Children & Families Commissions states local commission guidelines shall, at a minimum, address the following: "Provid[e] for independent research, including the evaluation of any relevant programs, to identify the best standards and practices for optimal early childhood development and establish[h] and monito[r] demonstration projects." An evaluation firm is to help ensure the Commission's investments are targeted to best practices and proven strategies that effectively respond to the needs of families and make a viable difference in the lives of young children and the entire community. Sutter County Children & Families Commission's research and evaluation services are currently provided by Duerr Evaluation Resources and its contract term is set to sunset on June 30, 2020.

In February 2020, the Commission released a procurement opportunity to seek a qualified evaluator to develop and implement a range of evaluation activities aligned with the Commission's 2020-2025 Strategic Plan and to help guide the Commission's investments. The Commission's Evaluation Services also include oversight and

coordination with a new data management system. A single submission meeting the minimum criteria to serve as the agency to manage the Commission's Evaluation Services was received by the due date of April 23, 2020.

The Commission's procurement policy allows the Commission to select a vendor via sole source if, among other things, only one vendor can provide goods or services to the Commission within the Commission's required time frame. Additionally, if only one proposer submits a proposal to the Commission in response to a public procurement, the Commission may at its sole discretion, accept or reject that proposal. Applied Survey Research poses the appropriate experience and has the ability to fulfill the Commission's requirements.

IMPACT ON COMMISSION RESOURCES: Funds for this proposed agreement will be allocated from the Commission's Annual Budget – Accountability and Evaluation line item, in an amount not to exceed \$32,000 per year from July 1, 2020-June 30, 2023 with the possibility to renew under a two-year agreement based on performance and availability of funds to align with the 2020- 2025 Strategic Plan.

POLICY ACTION REQUESTED: Approval of the Executive Director's recommendation.

If approved by the Commission, this agreement with Applied Survey Research will ensure the Sutter County Children & Families Commission stays in compliance with all governing statutes requiring these types of services be part of the official activities performed by each county Commission. Should the agreement not be approved, the Commission would need to seek a timely and appropriate alternative to comply with the State mandate for these type of evaluation activities.