

COUNTY OF LOS ANGELES / DEPARTMENT OF PUBLIC HEALTH
MASTER AGREEMENT WORK ORDER
FOR
BALDWIN HILLS HEALTH ASSESSMENT AND ENVIRONMENTAL JUSTICE STUDY
THE REGENTS OF THE UNIVERSITY OF CALIFORNIA UCLA PUBLIC HEALTH AND
COMMUNITY DENTISTRY

This Master Agreement Work Order and Attachments made and entered into on May 26, 2021, by and between the County of Los Angeles, Department of Public Health, (hereinafter referred to as "County"), and The Regents of the University of California UCLA Public Health and Community Dentistry, (hereinafter referred to as "Contractor"). Contractor is located at UCLA OGA, 10889 Wilshire Boulevard, Suite 700, MC 140648, Los Angeles, California 90095.

RECITALS

WHEREAS, on October 14, 2020, the County and Contractor, entered into Master Agreement Number PH-004438 to provide Evaluation Services for the Department of Public Health (Public Health); and

WHEREAS, on February 4, 2021, County released Work Order Solicitation (WOS) Number EVAL-WOS-34 seeking a Baldwin Hills Health Assessment and Environmental Justice Study; and

WHEREAS, Contractor submitted a response to WOS Number EVAL-WOS-34 released by the County on February 4, 2021 for a Baldwin Hills Health Assessment and Environmental Justice Study; and

WHEREAS, Contractor is willing and able to provide the services described herein, in consideration of the payments under this Master Agreement Work Order (MAWO) and under the terms and conditions herein set forth; and

WHEREAS, all terms of the Master Agreement PH-004438 shall remain in full force and effect.

NOW THEREFORE, in consideration of the mutual covenants contained herein, and for good and valuable consideration, the parties agree to the following:

1.0 APPLICABLE DOCUMENTS

Attachments A, B-1, B-2, C-1, C-2, D, E, F, G, H, and I are attached to and form a part of this MAWO. In the event of any conflict or inconsistency in the definition or interpretation of any work, responsibility, schedule, or the contents or description of any task, deliverable, goods, service, or other work, or otherwise between the base Contract (Master Agreement) and the Attachments, or between Attachments, such conflict or inconsistency shall be resolved by giving precedence first to the Master Agreement, MAWO, and then to the Attachments according to the following priority.

Standard Attachments:

- 1.1 Attachment A – Statement of Work
- 1.2 Attachments B-1 and B-2 – Scopes of Work
- 1.3 Attachments C-1 and C-2 – Budgets
- 1.4 Attachment D – Certification of No Conflict of Interest
- 1.5 Attachment E – Certification of Employee Status
- 1.6 Attachment F – County’s Administration
- 1.7 Attachment G – Contractor’s Administration
- 1.8 Attachment H – Forms Required for Each Work Order Before Work Begins

Unique Attachments:

- 1.9 Attachment I – Health Insurance Portability and Accountability Act (“HIPAA”) – Inadvertent Access

2.0 WORK

Pursuant to the provisions of this MAWO, Contractor shall fully perform, complete and deliver on time, all tasks, deliverables, services and other work as set forth in Attachment A, Statement of Work, Attachments B-1 and B-2, Scopes of Work. This MAWO shall constitute the complete and exclusive statement of understanding between the parties relating to the subject matter of this MAWO.

3.0 TERM OF MASTER AGREEMENT WORK ORDER

The term of this MAWO shall be effective upon date of execution and continue in full force and effect through June 30, 2022, unless sooner terminated or extended, in whole or in part, as provided in this MAWO.

4.0 CONTRACT BUDGET

Contractor shall provide evaluation services at the specified rates in Attachments C-1 and C-2, Budgets. Contractor shall not add or replace services or personnel without the prior written permission of the County Work Order Director or designee.

5.0 CONTRACTOR BUDGET AND EXPENDITURES REDUCTION FLEXIBILITY

In order for County to maintain flexibility with regards to budget and expenditure reductions, Contractor agrees that Director may cancel this MAWO, without cause, upon the giving of 10 calendar days written notice to Contractor. In the alternative to cancellation, Director may, at her sole discretion, consistent with federal, State, and/or County budget reductions, renegotiate the scope/description of work, maximum obligation, and budget of this MAWO via written Amendment. To implement such, an Amendment to the MAWO shall be prepared by Director and executed by the Contractor and by the Director pursuant to Master Agreement, Paragraph 8.0, Standard Terms and Conditions, sub-paragraph 8.1, Amendments.

6.0 FUNDING SOURCE

Provision of services under this MAWO for a Baldwin Hills Health Assessment and Environmental Justice Study are 100 percent offset by the Provisional Finances Uses Funds allocated to Public Health.

7.0 MAXIMUM TOTAL COST AND PAYMENT

7.1 For the period of execution through June 30, 2021, the Maximum Total Cost that County will pay Contractor for all services provided under this MAWO shall not exceed forty-nine thousand, ninety-five dollars (\$49,095), as set forth in Attachment C-1, Budget, attached hereto and incorporated herein by reference.

7.2 For the period July 1, 2021 through June 30, 2022, the Maximum Total Cost that County will pay Contractor for all services provided under this MAWO shall not exceed three hundred fifty thousand, eight hundred sixty-nine dollars (\$350,869), as set forth in Attachment C-2, Budget, attached hereto and incorporated herein by reference.

- 7.3 County agrees to compensate Contractor for work performed by Contractor in accordance with the payment structure set forth in Attachments C-1 and C-2, Budgets, attached hereto and incorporated herein by reference.
- 7.4 Contractor shall satisfactorily perform and complete all required services in accordance with Attachment A, Statement of Work, and Attachments B-1 and B-2, Scopes of Work, notwithstanding the fact that total payment from County shall not exceed the Maximum Total Cost amount. Performance of services as used in this Paragraph includes time spent performing any of the service activities designated in the Attachment(s) including, but not limited to, any time spent on the preparation for such activities.
- 7.5 All invoices submitted by Contractor for payment must be submitted monthly for approval to the County Project Manager, or designee, no later than 30 calendar days after month end.
- 7.6 Upon expiration or prior termination of this MAWO, Contractor shall submit to County Project Manager, within 30 calendar days, any outstanding and/or final invoice(s) for processing and payment. Contractor's failure to submit any outstanding and/or final invoices to the County Project Manager within the specified period described above shall constitute Contractor's waiver to receive payment for any outstanding and/or final invoices.
- 7.7 The Director of Public Health may elect, or Contractor may request the Director of Public Health, or designee, to execute Change Notices to the MAWO that authorize modifications to or within budget categories within the budget, as reflected in Attachments C-1 and C-2, Budgets, and corresponding service adjustments, as necessary; changes to hours of operation and/or service locations; and/or corrections of errors in the MAWO's terms and conditions.

8.0 INVOICE AND PAYMENTS

Contractor shall invoice the County in arrears only for providing the tasks, deliverables, services, and other work specified in this MAWO. Contractor shall invoice County on a Fixed Price for Deliverable basis.

Fixed Price Per Deliverable

Each invoice submitted by Contractor shall specify the following:

- The County contract numbers of the MAWO and Contractor's Master Agreement;
- Period of performance of work being invoiced;
- Name(s) of persons who performed the work;

- A brief description of the deliverable(s) for which payment is claimed, the respective number(s) assigned to the deliverable(s), and the individual amount being billed for each deliverable;
- The budget, amounts claimed this period, amounts claimed year to date, and remaining balance;
- The total amount of the invoice; and
- Budget Attachments C-1 and C-2.

While payments shall be made in accordance with the fixed price per deliverable set out in the Budget(s), Contractor, if requested by County, State, or federal representatives, must be able to produce proof of actual costs incurred in the provision of units of service hereunder. If the actual allowable and documented costs are less than the fixed price per deliverable set in the budget(s), Contractor shall be reimbursed only for the actual costs. In no event shall County be required to pay Contractor for units of service that are not supported by actual allowable and documented costs.

Invoices under this MAWO shall be submitted to the address set forth in Attachment F.

9.0 CONFLICT OF INTEREST

- 9.1 No County employee whose position with the County enables such employee to influence the award of this MAWO or any competing Work Order, and no spouse or economic dependent of such employee, shall be employed in any capacity by the Contractor or have any other direct or indirect financial interest in this Work Order. No officer or employee of the Contractor who may financially benefit from the performance of work hereunder shall in any way participate in the County's approval, or ongoing evaluation, of such work, or in any way attempt to unlawfully influence the County's approval or ongoing evaluation of such work.
- 9.2 Contractor shall comply with all conflict of interest laws, ordinances, and regulations now in effect or hereafter to be enacted during the terms of this MAWO. The Contractor warrants that it is not now aware of any facts that create a conflict of interest. If the Contractor hereafter becomes aware of any facts that might reasonably be expected to create a conflict of interest, it shall immediately make full written disclosure of such facts to the County. Full written disclosure shall include, but is not limited to identification of all personal implicated and a complete description of all relevant circumstances. Failure to comply with the provisions of this Paragraph shall be a material breach of the Master Agreement.

ALL TERMS OF THE MASTER AGREEMENT SHALL REMAIN IN FULL FORCE AND EFFECT. THE TERMS OF THE MASTER AGREEMENT SHALL GOVERN AND TAKE PRECEDENCE OVER ANY CONFLICTING TERMS AND/OR CONDITIONS IN THIS MAWO. NEITHER THE RATES NOR ANY OTHER SPECIFICATIONS IN THIS MAWO ARE VALID OR BINDING IF THEY DO NOT COMPLY WITH THE TERMS AND CONDITIONS OF THE MASTER AGREEMENT. REGARDLESS OF ANY ORAL PROMISE MADE TO CONTRACTOR BY ANY COUNTY PERSONNEL WHATSOEVER.

COUNTY OF LOS ANGELES

Barbara Ferrer

By

Barbara Ferrer (May 26, 2021 09:05 PDT)

Barbara Ferrer, Ph.D., M.P.H., M.Ed.
Director

APPROVED AS TO FORM:
BY THE OFFICE OF THE COUNTY
COUNSEL

RODRIGO A. CASTRO-SILVA
County Counsel

By THE REGENTS OF THE UNIVERSITY
OF CALIFORNIA UCLA PUBLIC HEALTH
AND COMMUNITY DENTISTRY
CONTRACTOR

Signed: *Alice Young Singleton*

Printed: Alice Young-Singleton, EdD

Title: Contract and Grant Officer

APPROVED AS TO CONTRACT
ADMINISTRATION:

Department of Public Health

Maria Agosto
By Maria Agosto (May 26, 2021 08:06 PDT)

Contracts and Grants Division Management

#05345

ATTACHMENT A

STATEMENT OF WORK

FOR

**COUNTY OF LOS ANGELES
DEPARTMENT OF PUBLIC HEALTH**

**BALDWIN HILLS HEALTH ASSESSMENT AND
ENVIRONMENTAL JUSTICE STUDY**

ATTACHMENT A

STATEMENT OF WORK

COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH

**BALDWIN HILLS HEALTH ASSESSMENT AND ENVIRONMENTAL JUSTICE
STUDY**

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ATTACHMENT A STATEMENT OF WORK

COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH BALDWIN HILLS HEALTH ASSESSMENT AND ENVIRONMENTAL JUSTICE STUDY

1.0 INTRODUCTION – STATEMENT OF WORK

The Evaluation Services Master Agreement Contractor (Contractor) shall conduct a Health Assessment and Environmental Justice Study (Assessment) to better understand the relationship between living near the Inglewood Oil Field in Baldwin Hills and various health outcomes, and identify inequitable impacts, among the communities surrounding the oil field. Specifically, the assessment will:

- Estimate community exposure, at the household level, to key contaminants that could be attributed to oil field operations by utilizing a combination of metrics such as residential distance from wells in the oil field, density of oil and gas field development, oil field meteorological and operations data, and Baldwin Hills California Air Resources Board (CARB) Study of Neighborhood Air near Petroleum Sources (SNAPS) data, as feasible;
- Conduct a secondary data analysis at the household level to examine the relationship between a mother's estimated level of exposure to the oil field during pregnancy and birth outcomes (the contractor must have or acquire access to de-identified birth data at the household level);
- Conduct a household survey of community members that collects a biometric measurement and data on demographics, various acute and chronic illnesses, environmental concerns, and mental and emotional well-being to better understand the relationship between living near the oil field and health outcomes; and
- Use a community participatory approach to prioritize environmental justice throughout the study by targeting data collection and community outreach to communities surrounding the oil field that are of lower socioeconomic status, have higher racial/ethnic minority composition, and/or are disproportionately burdened by pollution to ensure a sufficient sample size of these groups for statistical comparisons.

1.1 **Background: Baldwin Hills Community Standards District and Settlement Agreement**

The Inglewood Oil Field in Los Angeles County is the largest urban oil field in the nation and operates under the Baldwin Hills Community Standards District (CSD) adopted in October 2008.¹ The CSD provides additional regulations for oil and gas production activities in the unincorporated portion of the Inglewood Oil Field in Baldwin Hills including the communities of

Ladera Heights and Baldwin Hills. The supplemental regulations were established to ensure that oil field operations are conducted in harmony with adjacent land uses, to minimize the potential adverse impacts of such operations, and to enhance the appearance of the site with property maintenance requirements, with the ultimate goal of protecting the comfort, health, safety, and welfare of the surrounding community.

Under the settlement agreement reached in lawsuits between Community Health Councils v. County of Los Angeles challenging the Board of Supervisors' approval of the CSD in 2011, Public Health is required to complete the Assessment every five to seven years. The first assessment was completed in 2012. The overall objective of the Assessment is to evaluate nuisance, health, and environmental concerns of the community related to operations at the Inglewood Oil Field.

1.2 Coordination with California Air Resources Board Study of Neighborhood Air Near Petroleum Sources

To assist in reaching assessment objectives, Public Health is coordinating with CARB SNAPS,² a project to better characterize air quality in selected communities near oil and gas operations in California, including the communities surrounding the Inglewood Oil Field. CARB will place stationary trailers equipped with state-of-the-art monitoring technologies in selected communities for up to six months to determine air quality. The trailers will measure toxic air contaminants, volatile organic compounds, particulate matter, metals, and criteria pollutants. An analysis of available air pollution measurements, local characteristics, public input, and potential partnerships in each community will help prioritize trailer deployment. CARB staff will analyze air quality measurements obtained to characterize exposures to measured pollutants. Where appropriate, the State of California Office of Environmental Health Hazard Assessment (OEHHA) will perform a more in-depth health analysis, potentially including risk assessment. Some air monitoring data will be posted in real-time and CARB will publish a complete analysis of results in separate reports for each site. The assessment categories solicited by this work order will incorporate CARB SNAPS findings in addition to other agencies' reports on air quality to bridge environmental data gaps and examine community health risks, as feasible. CARB anticipates that SNAPS will begin in Ladera Heights and the communities surrounding the Inglewood Oil Field in early 2021.

1.3 Baldwin Hills Scoping Phase and Steering Committee

In September of 2019, Public Health hired Burns & McDonnell, an engineering firm with expertise in oil and gas as well as public participation, to lead the scoping process for the health assessment of this second Assessment. Burns & McDonnell assisted Public Health and the Baldwin Hills Community Advisory Panel (CAP) to assemble a Steering Committee including representatives from the CAP, Public Health and CARB, along with three independent subject matter experts (SMEs) selected by the CAP. The three independent SMEs were chosen based on their expertise in

health risk assessment, epidemiological studies of environmental exposures on health outcomes, and oil and gas production and regulation in California. The Steering Committee met five times between October 2019 and January 2020 to review the available literature and to discuss various data collection and analysis options for the assessment and decide on the final overarching strategy and design of the assessment. The Steering Committee members identified design priorities including (1) developing an assessment design that is inclusive of all demographics of nearby communities; and (2) considering the unique geographic, topographic, and meteorological nature of the site in the assessment design development.

The Steering Committee recommended that the assessment include two distinct but related data collection and analysis efforts: 1) an analysis of existing data examining birth outcomes at the household level in relation to proximity and density of oil and gas operations; and 2) a household survey and biometric measure, also in relation to oil and gas operations. To ensure ongoing input from the impacted community, both efforts will be guided by a Community Advisory Board (CAB) to be developed with the input and participation of the CAP.

2.0 ADDITION AND/OR DELETION OF FACILITIES, SPECIFIC TASKS, AND/OR WORK HOURS

2.1 All changes must be made in accordance with Sub-paragraph 8.1, Amendments of the Master Agreement.

3.0 QUALITY CONTROL

The Contractor shall establish and utilize a comprehensive Quality Control Plan (Plan) to assure the County a consistently high level of service throughout the term of the Master Agreement Work Order (MAWO). The Plan shall be submitted to the County Contract Project Monitor for review. The Plan shall include, but may not be limited to the following:

3.1 Method of Monitoring to ensure that MAWO requirements are being met;

3.2 Any corrective action taken, the time a problem was first identified, a clear description of the problem, and the time elapsed between identification and completed corrective action, shall be provided to the County upon request.

4.0 QUALITY ASSURANCE PLAN

The County will evaluate the Contractor's performance under this MAWO using the quality assurance procedures as defined in the Master Agreement, Sub-paragraph 8.14, County's Quality Assurance Plan.

4.1 Meetings

Contractor shall attend meetings as required by Public Health.

4.2 Contract Discrepancy Report

Verbal notification of a Contract discrepancy will be made to the Contractor's Project Manager as soon as possible whenever a Contract discrepancy is identified. The problem shall be resolved within a time period mutually agreed upon by the County and the Contractor's Project Manager.

The County will determine whether a formal Contract Discrepancy Report shall be issued. Upon receipt of this document, the Project Manager is required to respond in writing to the County within five workdays, acknowledging the reported discrepancies or presenting contrary evidence. A plan for correction of all deficiencies identified in the Contract Discrepancy Report shall be submitted to the County within 15 workdays.

4.3 County Observations

In addition to departmental contracting staff, other County personnel may observe performance, activities, and review documents relevant to the Master Agreement and/or MAWO at any time during normal business hours. However, this personnel may not unreasonably interfere with the Contractor's performance.

5.0 DEFINITIONS (Intentionally Omitted)

6.0 RESPONSIBILITIES

The County's and the Contractor's responsibilities are as follows:

COUNTY

6.1 Responsibilities

The County will administer the Master Agreement, and any related MAWO, according to the Master Agreement, Paragraph 6.0, Administration of Contract – County. Specific duties will include:

6.1.1 Coordinating and Monitoring the Contractor's performance and delivery of evaluation services required as specified in Attachment A, Statement of Work, Attachments B-1 and B-2, Scopes of Work, and in accordance with the Master Agreement and/or MAWO.

6.1.2 Providing direction to the Contractor in areas relating to policy, information and procedural requirements.

6.1.3 Preparing Amendments in accordance with the Master Agreement, Sub-paragraph 8.1, Amendments.

6.2 Furnished Items (Intentionally Omitted)

CONTRACTOR

6.3 PERSONNEL

Contractor must have an established multi-disciplinary team with the proper expertise to perform the objectives established in Attachment A, Statement of Work, and Attachments B-1 and B-2, Scopes of Work, consisting of the following members:

6.3.1 **Principal Investigator:** must possess a doctoral degree (e.g., PhD, DrPH, MD, or equivalent) in the field of epidemiology, social and behavioral sciences, public health, or medicine; must have at least five years of post-doctoral experience **and** be located in Los Angeles County.

6.3.2 **Environmental Scientist:** must possess a minimum of Master's Degree in environmental health or related field, such as environmental sciences, toxicology, or civil/environmental/chemical engineering; must have experience analyzing and interpreting health data, research, reports, and policies, and technical expertise with risk assessment and toxicological public health issues.

6.3.3 **Project Director or Project Coordinator:** must possess a minimum of Master's Degree in the field of social and behavioral sciences or public health, **and** be located in Los Angeles County.

6.3.4 **Data Analyst or Statistician:** must possess a minimum of Master's Degree in the field of biostatistics, statistics, or related field, and have at least five years of experience developing and utilizing statistical models to estimate levels of exposure to toxins, and to assess the impact of such exposure on health outcomes.

6.4 Uniforms/Identification Badges (Intentionally Omitted)

6.5 Materials and Equipment

The purchase of all materials/equipment to provide the needed services is the responsibility of the Contractor. Contractor shall use materials and equipment that are safe for the environment and safe for use by the employee.

6.6 Training (Intentionally Omitted)

6.7 Contractor's Office

Contractor shall maintain an office staffed by at least one employee who can respond to inquiries and complaints, which may be received about the Contractor's performance of the MAWO. When the office is closed, an answering service shall be provided to receive calls and take messages. Contractor shall answer calls received by the answering service within 24 hours of receipt of the call.

6.7.1 Contractor shall be required to provide telephone and e-mail responses to the County's Project Manager or designee, Monday through Friday 8:00 a.m. to 5:00 p.m. Pacific Time.

7.0 HOURS/DAYS OF WORK (INTENTIONALLY OMITTED)

8.0 WORK SCHEDULES (INTENTIONALLY OMITTED)

9.0 UNSCHEDULED WORK (INTENTIONALLY OMITTED)

10.0 SPECIFIC WORK REQUIREMENTS

10.1 Objective 1: Assemble and convene a Community Advisory Board (CAB) to inform the implementation of the assessment and facilitate two-way conversation between the Contractor and the community.

The Contractor shall assign a representative from Contractor's organization to attend Baldwin Hills CAP meetings, provide updates on assessment planning and implementation, and respond to community questions. To assemble the CAB, the Contractor shall work with Public Health to recruit representatives from the Baldwin Hills CAP and surrounding communities, oversight agencies, the operator, and other stakeholders as appropriate to join. The Contractor shall convene and facilitate CAB meetings every 4-6 weeks and present all work plans, questionnaires, recruitment procedures, analysis plans and any other planning or procedural documents to the CAB for their review and input to advise the ongoing planning and implementation of the assessment and assist in providing updates to the Baldwin Hills CAP. The Contractor shall track CAB comments and provide a summary of CAB input and revisions to plans, protocols, procedures and data collection instruments based on CAB input.

10.2 Objective 2: Conduct a secondary data analysis of birth outcomes to women within a 2-mile radius of the Inglewood Oil Field fence line to understand the impact of estimated exposure to oil field pollutants on birth outcomes.

10.2.1 Institutional Review Board Approval

Before any activities involving human subjects commence, the contractor will develop and submit protocols and materials for approval by the Public Health's Institutional Review Board (IRB) and the Contractor's IRB as applicable, to ensure that human subjects and their information are protected as required by law. Contractor must demonstrate that sufficient time is allotted for IRB review and approval.

10.2.2 Analysis of Birth Outcomes

The first component of the Assessment shall be an analysis of birth outcomes among infants that were born to mothers living within a 2-mile radius of the oil field at the time of delivery over approximately the past 20 years. All plans, protocols and materials must be developed in conjunction with Public Health and incorporate CAB input. Birth outcomes data shall be gathered by the Contractor from registered birth certificates of infants born to mothers living within the population boundary. The time period of interest includes but is not limited to 2001 to 2019. Birth certificates include data on several birth outcomes, including gestational age, birth weight, preterm birth, and birth defects. Maternal demographic data and risk factors (such as smoking status during pregnancy) must be gathered from the birth certificates to be included as covariates in models and analyses as appropriate.

10.2.3 Population Sample and Boundary

The population of interest includes infants born to mothers who live near the oil field. The final study boundaries shall be defined based on statistical power analyses and input from the CAB.

10.2.4 Exposure Metrics

The Contractor shall develop an estimate of mothers' exposure level during pregnancy by creating a variable based on residential distance from wells in the Inglewood Oil Field, density of oil and gas wells and other oil field infrastructure, meteorological data, oil field operations data, emissions, potentially other factors, and CARB SNAPS data as feasible. Distance from oil wells must be based on the mother's address at time of delivery provided on the birth certificates. Contractor must identify neighborhoods that are most likely to be exposed to oil field contaminants and include neighborhood as a factor in the exposure measure and/or analysis as appropriate. Daily oil field operations and meteorological data can be obtained from the operator and well data can be obtained from the California Geologic Energy Management Division (CalGEM), formerly known as the Division of Oil, Gas, and Geothermal Resources (DOGGR) as well as from South Coast Air Quality Management District (SCAQMD) Chemical and Emission Source Reports.

10.2.5 Data Analysis

Contractor must describe the methods that will be used to test for an association between mother's estimated exposure level during pregnancy and birth outcomes, including but not limited to preterm birth, low birthweight, small size for gestational age, birth defects, and any other relevant birth outcomes. Multivariable analyses must include relevant covariates, including but not limited to maternal

demographic data and risk factors (such as smoking status during pregnancy) gathered from the birth certificates. All outcomes must be stratified by race/ethnicity and socioeconomic status when applicable. Analyses also must examine issues of environmental justice, including but not limited to identifying disproportionate impacts by race and/or socioeconomic status. Interim and final reports on the methods, results, and implications of the analysis findings must be presented to Public Health. All datasets, code books, modeling analysis codes and procedures and any other data files used in the analysis submitted to Public Health.

10.3 Objective 3: Conduct a household survey including a biometric measure and analyze collected data to understand the impact of oil field pollutants on short- and long-term health outcomes among residents living within a 2-mile radius of the Inglewood oil field fence line.

10.3.1 Population Sample and Boundary

The population of interest includes residents who live near the oil field. The final study boundaries shall be defined based on statistical power analyses and input from the CAB. Contractor must describe a stratified random sampling and recruitment plan that will ensure a representative sample including a sufficient number of African American and low-income households to allow comparisons between groups, as well as by distance from the oil field fence line.

10.3.2 Data Collection, Survey, and Biometric Measurements

The Contractor shall develop and implement a data collection plan, protocol, and materials to collect household-level survey data from selected adults living within a 2-mile radius of the oil field. All plans, protocols and materials must be developed in conjunction with Public Health and incorporate the CAB input. The survey shall include questions regarding:

- a. Long- and short-term health and quality of life outcomes, such as mental/emotional health and well-being; respiratory illnesses, cardiovascular disease, cancer, neurological outcomes, dermatological symptoms, birth outcomes, and acute symptoms associated with exposure to oil and gas contaminants;
- b. Environmental concerns related to oil field operations, such as odor, noise, and vibration; issues of environmental justice, such as social stressors, racism, opportunities for input into regulatory processes, and benefits and negative impacts from the oil field;
- c. Demographics, socioeconomic factors, length of residence in the area, behavioral risk factors, and any other potential confounding variables that might impact health outcome or the relationship

between exposure and health outcomes, including the COVID-19 pandemic.

Along with completion of the survey, biometric data shall be collected from survey respondents. Examples of biometric measurements that could be taken include blood pressure and lung function. While changes in lung function could be associated with exposure to oil and gas contaminants, there is not a clear relationship in the literature with respect to blood pressure. However, high blood pressure is associated with chronic pulmonary obstructive disorder (COPD) and stress. Blood pressure can be collected by the individual at home or at the same time as the survey. Lung function can be measured using a spirometry test administered by a trained professional. Contractor shall acquire the needed equipment and training to collect the biometric measure.

Other types of biometric data will be considered if a connection to oil field operations can be made. If human subjects laboratory tests are involved (e.g., blood or urine samples) the Contractor must meet all requirements for IRB approval and justify the additional laboratory costs.

Due to the COVID-19 emergency, Contractor will describe alternative methods and capabilities for collecting household-level surveys that will result in a similar or better participation rate, in the event that door-to-door or face-to-face surveys are not possible in light of Health Officer Orders.

10.3.3 IRB Approval

Before any activities involving human subjects commence, all protocols and materials will require approval by the Public Health's IRB and the Contractor's IRB as applicable, to ensure that human subjects and their information are protected as required by law. Contractor must demonstrate that sufficient time is allotted for IRB review and approval.

10.3.4 Data Collection

Data collectors trained in research methods and the protection of human research subjects shall collect data from selected households according to the recruitment and data collection plan.

10.3.5 Exposure Metrics

The Contractor shall develop an estimate of survey respondents' exposure level by creating a variable based on residential distance from wells in the Inglewood Oil Field, density of oil and gas wells and other infrastructure, meteorological data, oil field operations data,

emissions, potentially other factors, and CARB SNAPS data as feasible. Distance from oil wells must be based on the respondent address at the time of the household survey. Contractor must identify neighborhoods that are most likely to be exposed to oil field contaminants and include neighborhood as a factor in the exposure measure and/or analysis as appropriate. Daily oil field operations and meteorological data can be obtained from the operator and well data can be obtained from the CalGEM, as well as from SCAQMD Chemical and Emission Source Reports.

10.3.6 Data Analysis Methods

Contractor must describe the analytical methods to be used to test for an association between respondents' estimated exposure and health outcomes, including but not limited to the long- and short-term health and quality of life outcomes measured in the survey. Multivariable analyses must include relevant covariates, including but not limited to demographics, socioeconomic factors, length of residence in the area, behavioral risk factors, and COVID-19 related factors. All outcomes must be stratified by race/ethnicity and socioeconomic status when applicable. Analyses also must examine issues of environmental justice, including but not limited to identifying disproportionate impacts by race and/or socioeconomic status. Interim and final reports on the methods, results, and implications of the analysis findings must be presented to Public Health. All datasets, code books, modeling analysis codes and procedures and any other data files used in the analysis submitted to Public Health.

11.0 GREEN INITIATIVES

- 11.1 Contractor shall use reasonable efforts to initiate "green" practices for environmental and energy conservation benefits.
- 11.2 Contractor shall notify County's Project Manager of Contractor's new green initiatives prior to the MAWO commencement.

References:

¹ Available at: <http://planning.lacounty.gov/baldwinhills>; accessed May 15, 2020.

² California Air Resources Board. Study of Neighborhood Air Near Petroleum Sources. See: <https://ww2.arb.ca.gov/our-work/programs/study-neighborhood-air-near-petroleum-sources>; accessed May 15, 2020.

COUNTY OF LOS ANGELES – DEPARTMENT OF PUBLIC HEALTH
 BALDWIN HILLS HEALTH ASSESSMENT AND ENVIRONMENTAL JUSTICE STUDY
 SCOPE OF WORK

CONTRACTOR NAME: THE REGENTS OF THE UNIVERSITY OF CALIFORNIA UCLA PUBLIC HEALTH AND COMMUNITY DENTISTRY

MASTER AGREEMENT NUMBER: PH-004438
 (County Use Only)

WORK ORDER NUMBER: PH-004438-W1

WORK ORDER SOLICITATION NUMBER: EVAL-WOS-34

PERIOD 1: Date of Execution – June 30, 2021

Objective	Activities	Timeline	Deliverables
<p>1. Assemble and convene a Community Advisory Board (CAB) to inform the implementation of the assessment and facilitate two-way conversation between the contractor and the community. (Note: this group may overlap with but is not the same as the existing Baldwin Hills Community Advisory Panel [CAP].)</p>	<p>1.1 Assign a representative from Contractor’s organization to attend Baldwin Hills CAP meetings, provide updates on assessment planning and implementation, and respond to community questions.</p> <p>1.2 In collaboration with Public Health, recruit representatives from the Baldwin Hills CAP and surrounding communities, oversight agencies, the operator, and other stakeholders as appropriate to join.</p>	<p>Representative identified: By May 1, 2021; Attendance at CAP meetings: Date of Execution – June 30, 2021</p> <p>By June 1, 2021 (Note: timelines are approximate and subject to change in case of alterations in oil field operations and/or California Air Resources Board [CARB] Study of Neighborhood Air near Petroleum Sources [SNAPS] timing.)</p>	<p>Representative identified; attends and addresses two monthly meetings.</p> <p>Assemble and convene first CAB meeting.</p>

COUNTY OF LOS ANGELES – DEPARTMENT OF PUBLIC HEALTH
BALDWIN HILLS HEALTH ASSESSMENT AND ENVIRONMENTAL JUSTICE STUDY
SCOPE OF WORK

CONTRACTOR NAME: THE REGENTS OF THE UNIVERSITY OF CALIFORNIA UCLA PUBLIC HEALTH AND COMMUNITY DENTISTRY

MASTER AGREEMENT NUMBER: PH-004438
(County Use Only)

WORK ORDER NUMBER: PH-004438-W1

WORK ORDER SOLICITATION NUMBER: EVAL-WOS-34

PERIOD 1: Date of Execution – June 30, 2021

Objective	Activities	Timeline	Deliverables
	<p>1.3 Convene and facilitate CAB meetings every 4-6 weeks and present all work plans, questionnaires, recruitment procedures, analysis plans and other planning or procedural documents, as well as the ongoing conduct of data collection and analysis, for review by and input from the CAB to advise the ongoing planning and implementation of the assessment and assist in providing updates to the Baldwin Hills CAP.</p>	<p>Date of execution to June 30, 2021</p>	<p>Two meetings held to gather CAB input on initial plans.</p>
	<p>1.4 Track CAB comments and provide a summary of CAB input.</p>	<p>By June 30, 2021</p>	<p>Summary document of CAB's input to date.</p>

COUNTY OF LOS ANGELES – DEPARTMENT OF PUBLIC HEALTH
 BALDWIN HILLS HEALTH ASSESSMENT AND ENVIRONMENTAL JUSTICE STUDY
 SCOPE OF WORK

CONTRACTOR NAME: THE REGENTS OF THE UNIVERSITY OF CALIFORNIA UCLA PUBLIC HEALTH AND COMMUNITY DENTISTRY

MASTER AGREEMENT NUMBER: PH-004438
 (County Use Only)

WORK ORDER NUMBER: PH-004438-W1

WORK ORDER SOLICITATION NUMBER: EVAL-WOS-34

PERIOD 1: Date of Execution – June 30, 2021

Objective	Activities	Timeline	Deliverables
2. Conduct a secondary data analysis of birth outcomes to women within a 2-mile radius of the Inglewood Oil Field fence line to understand the impact of estimated exposure to oil field pollutants on birth outcomes.	2.1 Develop and submit rough drafts of data collection and analysis protocols and materials.	By June 1, 2021	Draft protocol submitted to Department of Public Health (Public Health).
3. Conduct a household survey with biometric measure and analyze collected data to understand the impact of oil field pollutants on short- and long-term health outcomes among residents living within a 2-mile radius	3.1 Draft and submit a plan to determine population boundary and sampling frame, based on statistical power analysis and ensuring a sufficient number of African American and low-income households to allow comparisons between groups.	By June 1, 2021	Draft of plan submitted to Public Health.
	3.2 Draft and submit a recruitment plan.	By June 1, 2021	Draft of plan submitted to Public Health.

COUNTY OF LOS ANGELES – DEPARTMENT OF PUBLIC HEALTH
 BALDWIN HILLS HEALTH ASSESSMENT AND ENVIRONMENTAL JUSTICE STUDY
 SCOPE OF WORK

CONTRACTOR NAME: THE REGENTS OF THE UNIVERSITY OF CALIFORNIA UCLA PUBLIC HEALTH AND COMMUNITY DENTISTRY

MASTER AGREEMENT NUMBER: PH-004438
 (County Use Only)

WORK ORDER NUMBER: PH-004438-W1

WORK ORDER SOLICITATION NUMBER: EVAL-WOS-34

PERIOD 1: Date of Execution – June 30, 2021

Objective	Activities	Timeline	Deliverables
of the Inglewood oil field fence line.			

COUNTY OF LOS ANGELES – DEPARTMENT OF PUBLIC HEALTH
 BALDWIN HILLS HEALTH ASSESSMENT AND ENVIRONMENTAL JUSTICE STUDY
 SCOPE OF WORK

CONTRACTOR NAME: THE REGENTS OF THE UNIVERSITY OF CALIFORNIA UCLA PUBLIC HEALTH AND COMMUNITY DENTISTRY

MASTER AGREEMENT NUMBER: PH-004438
 (County Use Only)

WORK ORDER NUMBER: PH-004438-W1

WORK ORDER SOLICITATION NUMBER: EVAL-WOS-34

PERIOD 2: July 1, 2021 – June 30, 2022

Objective	Activities	Timeline	Deliverables
1. Assemble and convene a Community Advisory Board (CAB) to inform the implementation of the assessment and facilitate two-way conversation between the contractor and the community. (Note: this group may overlap with but is not the same as the existing Baldwin Hills Community Advisory Panel [CAP].)	1.1 Representative from Contractor’s organization to continue attend Baldwin Hills CAP meetings, provide updates on assessment planning and implementation, and respond to community questions.	July 1, 2021 – June 30, 2022	Contractor’s representative attends and addresses eleven monthly CAP meetings.
	1.2 Continue to convene and facilitate CAB meetings every 4-6 weeks to review the ongoing conduct of data collection and analysis and gather input from the CAB.	July 1, 2021 – June 30, 2022	Minimum of ten meetings held.
	1.3 Track CAB comments and provide a summary of CAB input and revisions to plans, protocols, procedures and data collection instruments based on CAB input.	By June 30, 2022	Final summary document of CAB’s input / description of how it shaped the assessment.

COUNTY OF LOS ANGELES – DEPARTMENT OF PUBLIC HEALTH
BALDWIN HILLS HEALTH ASSESSMENT AND ENVIRONMENTAL JUSTICE STUDY
SCOPE OF WORK

CONTRACTOR NAME: THE REGENTS OF THE UNIVERSITY OF CALIFORNIA UCLA PUBLIC HEALTH AND COMMUNITY DENTISTRY

MASTER AGREEMENT NUMBER: PH-004438
(County Use Only)

WORK ORDER NUMBER: PH-004438-W1

WORK ORDER SOLICITATION NUMBER: EVAL-WOS-34

PERIOD 2: July 1, 2021 – June 30, 2022

Objective	Activities	Timeline	Deliverables
2. Conduct a secondary data analysis of birth outcomes to women within a 2-mile radius of the Inglewood Oil Field fence line to understand the impact of estimated exposure to oil field pollutants on birth outcomes.	2.1 Develop and submit data collection and analysis protocols and materials, and obtain Institutional Review Board (IRB) approval.	By July 1, 2021	Protocol submitted to Department of Public Health (Public Health); approvals from all relevant IRBs received.
	2.2 Acquire household-level data on birth outcomes, maternal demographics and risk factors (such as smoking status during pregnancy).	By August 1, 2021	All required data on birth outcomes and maternal variables acquired by Contractor.
	2.3 Determine population sample and boundary, with CAB input.	By August 1, 2021	All data that is required to create exposure measure acquired by Contractor.
	2.4.a. Acquire data on oil and gas wells and other oil field infrastructure, meteorological data, oil field operations data, emissions, and	By August 1, 2021	Description of population sample and boundary submitted to Public Health.

COUNTY OF LOS ANGELES – DEPARTMENT OF PUBLIC HEALTH
 BALDWIN HILLS HEALTH ASSESSMENT AND ENVIRONMENTAL JUSTICE STUDY
 SCOPE OF WORK

CONTRACTOR NAME: THE REGENTS OF THE UNIVERSITY OF CALIFORNIA UCLA PUBLIC HEALTH AND COMMUNITY DENTISTRY

MASTER AGREEMENT NUMBER: PH-004438
 (County Use Only)

WORK ORDER NUMBER: PH-004438-W1

WORK ORDER SOLICITATION NUMBER: EVAL-WOS-34

PERIOD 2: July 1, 2021 – June 30, 2022

Objective	Activities	Timeline	Deliverables
	<p>potentially other factors needed to create the exposure measure.</p> <p>2.4.b. Develop exposure metric based on proximity and density of oil and gas wells, infrastructure, and operations, neighborhoods most likely to be exposed to oil field contaminants, and other factors to be decided with CAB input.</p> <p>2.5. Finalize data analysis plan, with CAB input.</p> <p>2.6 Complete data analyses according to the data analysis plan and with ongoing input from the CAB; draft report of findings including methods, results, and implications of the findings for Public Health and CAB review.</p>	<p>By September 1, 2021</p> <p>By September 1, 2021</p> <p>By February 1, 2022</p>	<p>Data table or report on distribution of exposure metric by residence submitted to Public Health.</p> <p>Plan submitted to Public Health.</p> <p>Data analysis completed; draft report submitted to Public Health for review and</p>

COUNTY OF LOS ANGELES – DEPARTMENT OF PUBLIC HEALTH
 BALDWIN HILLS HEALTH ASSESSMENT AND ENVIRONMENTAL JUSTICE STUDY
 SCOPE OF WORK

CONTRACTOR NAME: THE REGENTS OF THE UNIVERSITY OF CALIFORNIA UCLA PUBLIC HEALTH AND COMMUNITY DENTISTRY

MASTER AGREEMENT NUMBER: PH-004438
 (County Use Only)

WORK ORDER NUMBER: PH-004438-W1

WORK ORDER SOLICITATION NUMBER: EVAL-WOS-34

PERIOD 2: July 1, 2021 – June 30, 2022

Objective	Activities	Timeline	Deliverables
	2.7 Finalize report of methods, results, and implications of the findings. 2.8 Submit datasets, codebooks, modeling analysis codes and procedures, and any other data files used in the analysis.	By April 1, 2022 By June 30, 2022	reviewed at an CAB meeting. Final report submitted to Public Health. All files submitted to Public Health.
3. Conduct a household survey with biometric measure and analyze collected data to understand the impact of oil field pollutants on short- and long-term health outcomes among residents living within a 2-mile radius	3.6 Determine population boundary and sampling frame, based on statistical power analysis and ensuring a sufficient number of African American and low-income households to allow comparisons between groups, and develop recruitment plan, with CAB input.	By August 1, 2021 By August 1, 2021	Description of population boundary, communities most likely to be exposed to oil field contaminants, and sampling and recruitment plans submitted to Public Health.

COUNTY OF LOS ANGELES – DEPARTMENT OF PUBLIC HEALTH
 BALDWIN HILLS HEALTH ASSESSMENT AND ENVIRONMENTAL JUSTICE STUDY
 SCOPE OF WORK

CONTRACTOR NAME: THE REGENTS OF THE UNIVERSITY OF CALIFORNIA UCLA PUBLIC HEALTH AND COMMUNITY DENTISTRY

MASTER AGREEMENT NUMBER: PH-004438
 (County Use Only)

WORK ORDER NUMBER: PH-004438-W1

WORK ORDER SOLICITATION NUMBER: EVAL-WOS-34

PERIOD 2: July 1, 2021 – June 30, 2022

Objective	Activities	Timeline	Deliverables
of the Inglewood oil field fence line.	3.2.a. Develop survey with questions about long- and short-term health and quality of life outcomes, environmental justice issues and concerns, and potential confounding variables, with CAB input.	By August 1, 2021	Survey submitted to Public Health.
	3.2.b Develop survey and biometric data collection and analysis protocols, with CAB input.	By September 1, 2021	Data collection and analysis protocols submitted to Public Health.
	3.3 Develop and submit data collection and analysis protocols and materials, and obtain IRB approval.	September 1, 2021 – April 1, 2022	Protocol and materials submitted to and approved by all relevant IRBs.
	3.4 Collect household survey and biometric data according to the recruitment and data collection plan.	April 1, 2022	Monthly report to Public Health of number of surveys collected.

COUNTY OF LOS ANGELES – DEPARTMENT OF PUBLIC HEALTH
 BALDWIN HILLS HEALTH ASSESSMENT AND ENVIRONMENTAL JUSTICE STUDY
 SCOPE OF WORK

CONTRACTOR NAME: THE REGENTS OF THE UNIVERSITY OF CALIFORNIA UCLA PUBLIC HEALTH AND COMMUNITY DENTISTRY

MASTER AGREEMENT NUMBER: PH-004438
 (County Use Only)

WORK ORDER NUMBER: PH-004438-W1

WORK ORDER SOLICITATION NUMBER: EVAL-WOS-34

PERIOD 2: July 1, 2021 – June 30, 2022

Objective	Activities	Timeline	Deliverables
	<p>3.5 Complete collection of household survey and biometric data according to the recruitment and data collection plan.</p> <p>3.6 Develop exposure metric based on proximity and density of oil and gas wells, infrastructure, and operations, neighborhoods most likely to be exposed to oil field contaminants, and other factors to be decided with CAB input.</p> <p>3.7 Complete data analyses according to the data analysis plan and with ongoing input from the CAB; draft report of findings including methods, results, and implications of the findings for Public Health and CAB review.</p>	<p>By April 1, 2022</p> <p>By May 15, 2022</p> <p>By June 30, 2022</p>	<p>Data collection completed; total number of surveys reported to Public Health.</p> <p>Data table or report on distribution of exposure metric by residence submitted to Public Health.</p> <p>Draft report submitted to Public Health for review and reviewed at an CAB meeting.</p>

COUNTY OF LOS ANGELES – DEPARTMENT OF PUBLIC HEALTH
BALDWIN HILLS HEALTH ASSESSMENT AND ENVIRONMENTAL JUSTICE STUDY
SCOPE OF WORK

CONTRACTOR NAME: THE REGENTS OF THE UNIVERSITY OF CALIFORNIA UCLA PUBLIC HEALTH AND COMMUNITY DENTISTRY

MASTER AGREEMENT NUMBER: PH-004438
(County Use Only)

WORK ORDER NUMBER: PH-004438-W1

WORK ORDER SOLICITATION NUMBER: EVAL-WOS-34

PERIOD 2: July 1, 2021 – June 30, 2022

Objective	Activities	Timeline	Deliverables
	3.8 Finalize report of methods, results, and implications of the findings. 3.9 Submit datasets, code books, modeling analysis codes and procedures and any other data files used in the analysis.	By June 30, 2022	Final report submitted to Public Health. All files submitted to Public Health.

**COUNTY OF LOS ANGELES – DEPARTMENT OF PUBLIC HEALTH
BALDWIN HILLS HEALTH ASSESSMENT AND
ENVIRONMENTAL JUSTICE STUDY SERVICES**

BUDGET

CONTRACTOR'S NAME: The Regents of the University of California			
PERIOD 1 (Date of Execution – 6/30/2021)			
A. Budget Category I – Objective 1			
Itemized Expense	RATE	Qty. /	Total Cost
Personnel salary	\$76.55/hour	157.00 hrs	\$12,018
Personnel benefit	42.5%		\$5,108
Travel for CAB meetings and to LA County and sites	\$0.56/mile	498	\$279
Parking for meetings	\$15/car/meeting	19	\$285
Beverage/snack for CAB meetings	\$81/meeting	2	\$162
Honorarium for CAB members	\$100/person/mtg	16	\$1,600
Indirect cost	56%		\$10,893
Total Budget Category I:			\$30,345
B. Budget Category II – Objective 2			
Itemized Expense	RATE	Qty. /	Total Cost
Personnel salary	\$76.55/hour	78.50 hrs	\$6,009
Personnel benefit	42.5%		\$2,554
Travel for CAB meetings and to LA County and sites	\$0.56/mile	400	\$224
Parking for meetings	\$15/car/meeting	10	\$150
Indirect cost	56%		\$5,005
Total Budget Category II:			\$13,942
C. Budget Category III – Objective 3			
Itemized Expense	RATE	Qty. /	Total Cost
Personnel salary	\$76.55/hour	26.25 hrs	\$2,009
Personnel benefit	42.5%		\$854
Travel for CAB meetings and to LA County and sites	\$0.56/mile	284	\$159
Parking for meetings	\$15/car/meeting	4	\$60
Indirect cost	56%		\$1,726
Total Budget Category III:			\$4,808
TOTAL COSTS: BUDGET PERIOD 1			\$49,095

**COUNTY OF LOS ANGELES – DEPARTMENT OF PUBLIC HEALTH
BALDWIN HILLS HEALTH ASSESSMENT AND
ENVIRONMENTAL JUSTICE STUDY SERVICES**

BUDGET

CONTRACTORS NAME: The Regents of the University of California			
PERIOD 2 (7/1/2021 – 6/30/2022)			
A. Budget Category I – Objective 1			
Itemized Expense	RATE	Qty. /	Total Cost
Personnel salary	\$69.74/hour	175.50 hrs	\$12,239
Personnel benefit	42.5%		\$5,202
Travel for CAB meetings and to LA county and sites	\$0.56/mile	3502	\$1,961
Parking for meetings	\$15/car/meeting	20	\$300
Beverage/snack for CAB meetings	\$80/meeting	8	\$640
Honorarium for CAB members	\$100/person/mtg	64	\$6,400
Indirect cost	56%		\$14,976
Total Budget Category I:			\$41,718
B. Budget Category II – Objective 2			
Itemized Expense	RATE	Qty. /	Total Cost
Personnel salary	\$69.74/hour	526.25 hrs	\$36,701
Personnel benefit	42.5%		\$15,598
Travel for CAB meetings and to LA County and sites	\$0.56/mile	1267	\$710
Parking for meetings	\$15/car/meeting	33	\$495
Birth outcome data acquisition	\$1,300	1	\$1,300
Indirect cost	56%		\$30,690
Total Budget Category II:			\$85,494
C. Budget Category III – Objective 3			
Itemized Expense	RATE	Qty. /	Total Cost
Personnel salary	\$69.74/hour	1,052.50 hrs	\$73,401
Personnel benefit	42.5%		\$31,195
Travel for CAB meetings and to LA County and sites	\$0.56/mile	5,980	\$3,349
Parking for meetings	\$15/car	35	\$525
Spirometer device	\$100/each	12	\$1,200
Blood pressure device	\$100/each	6	\$600
Survey incentives for biometric and self-report data	\$20/person	1,200	\$24,000
Data server for hosting REDCap survey	\$1,000/year	1	\$1,000
Mailing for recruitment (First-class mail Invitation & return)	\$1.1/person	6,000	\$6,600
Mailing for recruitment (Envelops)	\$20/box	25	\$500
Mailing for recruitment (General mailing)	\$1,000	1	\$1,000
Indirect cost	56%		\$80,287
Total Budget Category III:			\$223,657
TOTAL COSTS: BUDGET PERIOD 2			\$350,869
D. TOTAL COSTS: BUDGET PERIODS 1 and 2			\$399,964

**TRAUMA PREVENTION INITIATIVE
EVALUATION SERVICES**

MASTER AGREEMENT WORK ORDER

CERTIFICATION OF NO CONFLICT OF INTEREST

(Note: This certification is to be executed and returned to County with Contractor's executed Work Order. Work cannot begin on the Work Order until County receives this executed document.)

CONTRACTOR NAME:	THE REGENTS OF THE UNIVERSITY OF CALIFORNIA UCLA PUBLIC HEALTH AND COMMUNITY DENTISTRY		
Work Order Number:	PH-004438-W1	Master Agreement Number:	PH-004438

Los Angeles County Code Section 2.180.010.A provides as follows:

“Certain contracts prohibited.

- A. Notwithstanding any other section of this code, the county shall not contract with, and shall reject any bid or proposal submitted by, the persons or entities specified below, unless the board of supervisors finds that special circumstances exist which justify the approval of such contract:
1. Employees of the county or of public agencies for which the board of supervisors is the governing body;
 2. Profit-making firms or businesses in which employees described in subdivision 1 of subsection A serve as officers, principals, partners, or major shareholders;
 3. Persons who, within the immediately preceding 12 months, came within the provisions of subdivision 1 of subsection A, and who:
 - a. Were employed in positions of substantial responsibility in the area of service to be performed by the contract; or
 - b. Participated in any way in developing the contract or its service specifications; and
 4. Profit-making firms or businesses in which the former employees, described in subdivision 3 of subsection A, serve as officers, principals, partners, or major shareholders.”

Contractor hereby declares and certifies that no Contractor Personnel, nor any other person acting on Contractor's behalf, who prepared and/or participated in the preparation of the bid or proposal submitted for the Work Order specified above, is within the purview of County Code Section 2.180.010.A, above.

I declare under penalty of perjury that the foregoing is true and correct.

Alice Young-Singleton

Signature of Authorized Official

Alice Young-Singleton, EdD

Printed Name of Authorized Official

Contract and Grant Officer

Title of Authorized Official

May 17, 2021

Date

COUNTY'S ADMINISTRATION

WORK ORDER NUMBER: PH-004438-W1

COUNTY WORK ORDER DIRECTOR:

Name: Christine De Rosa
Title: Health Program Analyst III
Division: Environmental Health
Toxicology & Environmental Assessment
Address: 5050 Commerce Drive
Baldwin Park, CA 91706
Telephone: (323) 365-7757
Email: cderosa@ph.lacounty.gov

Name: Carrie Tayour
Title: Supervising Epidemiologist
Division: Environmental Health
Toxicology & Environmental Assessment
Address: 5050 Commerce Drive
Baldwin Park, CA 91706
Telephone: (323) 629-3147
Email: ctayour@ph.lacounty.gov

COUNTY PROJECT MANAGER:

Name: Christine De Rosa
Title: Health Program Analyst III
Division: Environmental Health
Toxicology & Environmental Assessment
Address: 5050 Commerce Drive
Baldwin Park, CA 91706
Telephone: (323) 365-7757
Email: cderosa@ph.lacounty.gov

COUNTY'S ADMINISTRATION

WORK ORDER NUMBER: PH-004438-W1

Name: Carrie Tayour
Title: Supervising Epidemiologist
Division: Environmental Health
Toxicology & Environmental Assessment
Address: 5050 Commerce Drive
Baldwin Park, CA 91706
Telephone: (323) 629-3147
Email: ctayour@ph.lacounty.gov

INVOICES SHALL BE SUBMITTED TO:

Name: Christine De Rosa
Title: Health Program Analyst III
Division: Environmental Health
Toxicology & Environmental Assessment
Address: 5050 Commerce Drive
Baldwin Park, CA 91706
Telephone: (323) 365-7757
Email: cderosa@ph.lacounty.gov

Name: Carrie Tayour
Title: Supervising Epidemiologist
Division: Environmental Health
Toxicology & Environmental Assessment
Address: 5050 Commerce Drive
Baldwin Park, CA 91706
Telephone: (323) 629-3147
Email: ctayour@ph.lacounty.gov

CONTRACTOR'S ADMINISTRATION

CONTRACTOR NAME: The Regents of the University of California UCLA Public Health and Community Dentistry

MASTER AGREEMENT WORK ORDER NO.: PH-004438-W1

CONTRACTOR PROJECT DIRECTOR:

Name: Dr. Honghu Liu

Title: Professor, UCLA Dentistry - Public Health

Address: BOX 951668, 63-037A CHS, Los Angeles, CA 90095-1668

Telephone: 310-794-0700 **Facsimile:** 310-206-2688

E-Mail Address: hhliu@mednet.ucla.edu

CONTRACTOR'S AUTHORIZED OFFICIAL(S):

Name: Alice Young-Singleton, EdD

Title: Contract and Grant Officer

Address: UCLA OCGA, 10889 Wilshire Blvd., Ste 700, Los Angeles, CA 90095-1406

Telephone: _____ **Facsimile:** _____

E-Mail Address: alice.young-singleton@research.ucla.edu

Name: Anna Lau

Title: Contract and Grant Officer

Address: UCLA OCGA, 10889 Wilshire Blvd., Ste 700, Los Angeles, CA 90095-1406

Telephone: 310--794-3511 **Facsimile:** 310-794-0631

E-Mail Address: anna.lau@research.ucla.edu

Notices to Contractor shall be sent to the following person and address:

Name: Tracey Fraser

Title: Senior Director, UCLA Office of Contract and Grant Administration

Address: 10889 Wilshire Blvd., Ste 700, Los Angeles, CA 90095-1406

Telephone: 310-825-0671 **Facsimile:** 310-794-0631

E-Mail Address: tracey.fraser@research.ucla.edu

FORMS REQUIRED FOR EACH WORK ORDER BEFORE WORK BEGINS

- H1 CONTRACTOR ACKNOWLEDGEMENT AND CONFIDENTIALITY AGREEMENT
- H2 CONTRACTOR EMPLOYEE ACKNOWLEDGEMENT AND CONFIDENTIALITY AGREEMENT
- H3 CONTRACTOR NON-EMPLOYEE ACKNOWLEDGEMENT AND CONFIDENTIALITY AGREEMENT

CONTRACTOR ACKNOWLEDGEMENT AND CONFIDENTIALITY AGREEMENT

(Note: This certification is to be executed and returned to County with Contractor's executed Work Order. Work cannot begin on the Work Order until County receives this executed document.)

Contractor Name: The Regents of the University of California UCLA Public Health and Community Dentistry

Work Order No.: PH-004438-W1

County Master Agreement No.: PH-004438

GENERAL INFORMATION:

The Contractor referenced above has entered into a Master Agreement with the County of Los Angeles to provide certain services to the County. The County requires the Corporation to sign this Contractor Acknowledgement, Confidentiality, and Copyright Assignment Agreement.

CONTRACTOR ACKNOWLEDGEMENT:

Contractor understands and agrees that the Contractor employees, consultants, Outsourced Vendors and independent contractors (Contractor's Staff) that will provide services in the above referenced agreement are Contractor's sole responsibility. Contractor understands and agrees that Contractor's Staff must rely exclusively upon Contractor for payment of salary and any and all other benefits payable by virtue of Contractor's Staff's performance of work under the above-referenced Master Agreement.

Contractor understands and agrees that Contractor's Staff are not employees of the County of Los Angeles for any purpose whatsoever, and that Contractor's Staff do not have, and will not acquire, any rights or benefits of any kind from the County of Los Angeles by virtue of my performance of work under the above-referenced Master Agreement. Contractor understands and agrees that Contractor's Staff will not acquire any rights or benefits from the County of Los Angeles pursuant to any agreement between any person or entity and the County of Los Angeles.

CONFIDENTIALITY AGREEMENT:

Contractor and Contractor's Staff may be involved with work pertaining to services provided by the County of Los Angeles and, if so, Contractor and Contractor's Staff may have access to confidential data and information pertaining to persons and/or entities receiving services from the County. In addition, Contractor and Contractor's Staff may also have access to proprietary information supplied by other vendors doing business with the County of Los Angeles. The County has a legal obligation to protect all such confidential data and information in its possession, especially data and information concerning health, criminal, and welfare recipient records. Contractor and Contractor's Staff understand that if they are involved in County work, the County must ensure that Contractor and Contractor's Staff, will protect the confidentiality of such data and information. Consequently, Contractor must sign this Confidentiality Agreement as a condition of work to be provided by Contractor's Staff for the County.

Contractor and Contractor's Staff hereby agrees that they will not divulge to any unauthorized person any data or information obtained while performing work pursuant to the above-referenced Master Agreement between Contractor and the County of Los Angeles. Contractor and Contractor's Staff agree to forward all requests for the release of any data or information received to County's Project Manager.

Contractor and Contractor's Staff agree to keep confidential all health, criminal, and welfare recipient records and all data and information pertaining to persons and/or entities receiving services from the County, design concepts, algorithms, programs, formats, documentation, Contractor proprietary information and all other original materials produced, created, or provided to Contractor and Contractor's Staff under the above-referenced Master Agreement. Contractor and Contractor's Staff agree to protect these confidential materials against disclosure to other than Contractor or County employees who have a need to know the information. Contractor and Contractor's Staff agree that if proprietary information supplied by other County vendors is provided to me during this employment, Contractor and Contractor's Staff shall keep such information confidential.

Contractor and Contractor's Staff agree to report any and all violations of this MAWO by Contractor and Contractor's Staff and/or by any other person of whom Contractor and Contractor's Staff become aware.

Contractor and Contractor's Staff acknowledge that violation of this MAWO may subject Contractor and Contractor's Staff to civil and/or criminal action and that the County of Los Angeles may seek all possible legal redress.

SIGNATURE:  DATE: 5 / 17 / 21

PRINTED NAME: Alice Young-Singleton, EdD

POSITION: Contract and Grant Officer

CONTRACTOR EMPLOYEE ACKNOWLEDGEMENT AND CONFIDENTIALITY AGREEMENT

(Note: This certification is to be executed and returned to County with Contractor's executed Work Order. Work cannot begin on the Work Order until County receives this executed document.)

Contractor Name: The Regents of the University of California UCLA Public Health and Community Dentistry

Employee Name: N/A

Work Order No.: PH-004438-W1

County Master Agreement No.: PH-004438

GENERAL INFORMATION:

Your employer referenced above has entered into a Master Agreement with the County of Los Angeles to provide certain services to the County. The County requires your signature on this Contractor Employee Acknowledgement and Confidentiality Agreement.

EMPLOYEE ACKNOWLEDGEMENT:

I understand and agree that the Contractor referenced above is my sole employer for purposes of the above-referenced Master Agreement. I understand and agree that I must rely exclusively upon my employer for payment of salary and any and all other benefits payable to me or on my behalf by virtue of my performance of work under the above-referenced Master Agreement.

I understand and agree that I am not an employee of the County of Los Angeles for any purpose whatsoever and that I do not have and will not acquire any rights or benefits of any kind from the County of Los Angeles by virtue of my performance of work under the above-referenced Master Agreement. I understand and agree that I do not have and will not acquire any rights or benefits from the County of Los Angeles pursuant to any agreement between any person or entity and the County of Los Angeles.

I understand and agree that I may be required to undergo a background and security investigation(s). I understand and agree that my continued performance of work under the above-referenced Master Agreement is contingent upon my passing, to the satisfaction of the County, any and all such investigations. I understand and agree that my failure to pass, to the satisfaction of the County, any such investigation shall result in my immediate release from performance under this and/or any future Master Agreement.

CONFIDENTIALITY AGREEMENT:

I may be involved with work pertaining to services provided by the County of Los Angeles and, if so, I may have access to confidential data and information pertaining to persons and/or entities receiving services from the County. In addition, I may also have access to proprietary information supplied by other vendors doing business with the County of Los Angeles. The County has a legal obligation to protect all such confidential data and information in its possession, especially data and information concerning health, criminal, and welfare recipient records. I understand that if I am involved in County work, the County must ensure that I, too, will protect the confidentiality of such data and information. Consequently, I understand that I must sign this agreement as a condition of my work to be provided by my employer for the County. I have read this agreement and have taken due time to consider it prior to signing.

I hereby agree that I will not divulge to any unauthorized person any data or information obtained while performing work pursuant to the above-referenced Master Agreement between my employer and the County of Los Angeles. I agree to forward all requests for the release of any data or information received by me to my immediate supervisor.

CONTRACTOR EMPLOYEE ACKNOWLEDGEMENT AND CONFIDENTIALITY AGREEMENT

I agree to keep confidential all health, criminal, and welfare recipient records and all data and information pertaining to persons and/or entities receiving services from the County, design concepts, algorithms, programs, formats, documentation, Contractor proprietary information and all other original materials produced, created, or provided to or by me under the above-referenced Master Agreement. I agree to protect these confidential materials against disclosure to other than my employer or County employees who have a need to know the information. I agree that if proprietary information supplied by other County vendors is provided to me during this employment, I shall keep such information confidential.

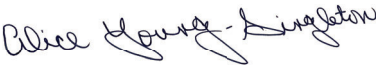
I agree to report to my immediate supervisor any and all violations of this agreement by myself and/or by any other person of whom I become aware. I agree to return all confidential materials to my immediate supervisor upon completion of this Master Agreement or termination of my employment with my employer, whichever occurs first.

COPYRIGHT ASSIGNMENT AGREEMENT

I agree that all materials, documents, software programs and documentation, written designs, plans, diagrams, reports, software development tools and aids, diagnostic aids, computer processable media, source codes, object codes, conversion aids, training documentation and aids, and other information and/or tools of all types, developed or acquired by me in whole or in part pursuant to the above referenced Master Agreement, and all works based thereon, incorporated therein, or derived there from shall be the sole property of the County. In this connection, I hereby assign and transfer to the County in perpetuity, for all purposes, all my right, title, and interest in and to all such items, including, but not limited to, all unrestricted and exclusive copyrights, patent rights, trade secret rights, and all renewals and extensions thereof. Whenever requested by the County, I agree to promptly execute and deliver to County all papers, instruments, and other documents requested by the County, and to promptly perform all other acts requested by the County to carry out the terms of this agreement, including, but not limited to, executing an assignment and transfer of copyright in a form substantially similar to Exhibit H1, attached hereto and incorporated herein by reference.

The County shall have the right to register all copyrights in the name of the County of Los Angeles and shall have the right to assign, license, or otherwise transfer any and all of the County's right, title, and interest, including, but not limited to, copyrights, in and to the items described above.

I acknowledge that violation of this agreement may subject me to civil and/or criminal action and that the County of Los Angeles may seek all possible legal redress.

SIGNATURE:  DATE: 5 / 17 / 21

PRINTED NAME: Alice Young-Singleton, EdD

POSITION: Contract and Grant Officer

**CONTRACTOR NON-EMPLOYEE ACKNOWLEDGEMENT AND
CONFIDENTIALITY AGREEMENT**

(Note: This certification is to be executed and returned to County with Contractor's executed Work Order. Work cannot begin on the Work Order until County receives this executed document.)

Contractor Name: The Regents of the University of California UCLA Public Health and Community Dentistry

Non-Employee Name: N/A

Work Order No.: PH-004438-W1

County Master Agreement No.: PH-004438

GENERAL INFORMATION:

The Contractor referenced above has entered into a Master Agreement with the County of Los Angeles to provide certain services to the County. The County requires your signature on this Contractor Non-Employee Acknowledgement and Confidentiality Agreement.

NON-EMPLOYEE ACKNOWLEDGEMENT:

I understand and agree that the Contractor referenced above has exclusive control for purposes of the above-referenced Master Agreement. I understand and agree that I must rely exclusively upon the Contractor referenced above for payment of salary and any and all other benefits payable to me or on my behalf by virtue of my performance of work under the above-referenced Master Agreement.

I understand and agree that I am not an employee of the County of Los Angeles for any purpose whatsoever, and that I do not have, and will not acquire, any rights or benefits of any kind from the County of Los Angeles by virtue of my performance of work under the above-referenced Master Agreement. I understand and agree that I do not have, and will not acquire, any rights or benefits from the County of Los Angeles pursuant to any agreement between any person or entity and the County of Los Angeles.

I understand and agree that I may be required to undergo a background check and security investigation(s). I understand and agree that my continued performance of work under the above-referenced Master Agreement is contingent upon my passing, to the satisfaction of the County, any and all such investigations. I understand and agree that my failure to pass, to the satisfaction of the County, any such investigation shall result in my immediate release from performance under this and/or any future Master Agreement.

CONFIDENTIALITY AGREEMENT:

I may be involved with work pertaining to services provided by the County of Los Angeles and, if so, I may have access to confidential data and information pertaining to persons and/or entities receiving services from the County. In addition, I may also have access to proprietary information supplied by other vendors doing business with the County of Los Angeles. The County has a legal obligation to protect all such confidential data and information in its possession, especially data and information concerning health, criminal, and welfare recipient records. I understand that if I am involved in County work, the County must ensure that I, too, will protect the confidentiality of such data and information. Consequently, I understand that I must sign this agreement as a condition of my work to be provided by the above-referenced Contractor for the County. I have read this agreement and have taken due time to consider it prior to signing.

I hereby agree that I will not divulge to any unauthorized person any data or information obtained while performing work pursuant to the above-referenced Master Agreement between the above-referenced Contractor and the County of Los Angeles. I agree to forward all requests for the release of any data or information received by me to the above-referenced Contractor.

**CONTRACTOR NON-EMPLOYEE ACKNOWLEDGEMENT AND
CONFIDENTIALITY AGREEMENT**

I agree to keep confidential all health, criminal, and welfare recipient records and all data and information pertaining to persons and/or entities receiving services from the County, design concepts, algorithms, programs, formats, documentation, Contractor proprietary information, and all other original materials produced, created, or provided to or by me under the above-referenced Master Agreement. I agree to protect these confidential materials against disclosure to other than the above-referenced Contractor or County employees who have a need to know the information. I agree that if proprietary information supplied by other County vendors is provided to me, I shall keep such information confidential.

I agree to report to the above-referenced Contractor any and all violations of this agreement by myself and/or by any other person of whom I become aware. I agree to return all confidential materials to the above-referenced Contractor upon completion of this Master Agreement or termination of my services hereunder, whichever occurs first.

COPYRIGHT ASSIGNMENT AGREEMENT

I agree that all materials, documents, software programs and documentation, written designs, plans, diagrams, reports, software development tools and aids, diagnostic aids, computer processable media, source codes, object codes, conversion aids, training documentation and aids, and other information and/or tools of all types, developed or acquired by me in whole or in part pursuant to the above referenced Master Agreement, and all works based thereon, incorporated therein, or derived there from shall be the sole property of the County. In this connection, I hereby assign and transfer to the County in perpetuity for all purposes all my right, title, and interest in and to all such items, including, but not limited to, all unrestricted and exclusive copyrights, patent rights, trade secret rights, and all renewals and extensions thereof. Whenever requested by the County, I agree to promptly execute and deliver to County all papers, instruments, and other documents requested by the County, and to promptly perform all other acts requested by the County to carry out the terms of this agreement, including, but not limited to, executing an assignment and transfer of copyright in a form substantially similar to Exhibit H1, attached hereto and incorporated herein by reference.

The County shall have the right to register all copyrights in the name of the County of Los Angeles and shall have the right to assign, license, or otherwise transfer any and all of the County's right, title, and interest, including, but not limited to, copyrights, in and to the items described above.

I acknowledge that violation of this agreement may subject me to civil and/or criminal action and that the County of Los Angeles may seek all possible legal redress.

SIGNATURE: *Alice Young-Singleton*

DATE: 5 / 17 / 21

PRINTED NAME: Alice Young-Singleton, EdD

POSITION: Contract and Grant Officer

CONTACTOR'S OBLIGATION AS OTHER THAN BUSINESS ASSOCIATE
(INADVERTENT ACCESS) UNDER HEALTH INSURANCE PORTABILITY
AND ACCOUNTABILITY ACT (HIPAA) OF 1996

It is the intention of the parties that Contractor will provide the County with de-identified data. Contractor expressly acknowledges and agrees that the provision of services under this Contract does not require or permit access by Contractor or any of its officers, employees, or agents to any patient medical records. Accordingly, Contractor shall instruct its officers, employees, and agents that they are not to pursue or gain access to patient medical records for any reason whatsoever.

Notwithstanding the foregoing, the parties acknowledge that, in the course of the provision of services hereunder, Contractor or its officers, employees, or agents may have inadvertent access to patient medical records. Contractor understands and agrees that neither it nor its officers, employees, and agents are to take advantage of such access for any purpose whatsoever. Additionally, in the event of such inadvertent access, Contractor and its employees shall maintain the confidentiality of any information obtained and shall notify the applicable DPH Program Director that such access has been gained immediately or upon the first reasonable opportunity to do so.

In the event of any access, whether inadvertent or intentional, Contractor shall indemnify, defend, and hold harmless County, its officers, employees, or agents from and against any and all liability, including but not limited to actions, claims, costs, demands, expenses, and fees (including attorney and expert witness fees) arising from or connected with Contractor's or its officers', employees', or agents' access to patient medical records. Contractor agrees to provide appropriate training to its employees regarding their obligation as described herein in this regard.