

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



**WORK ORDER SOLICITATION (WOS)  
FOR  
EVALUATION SERVICES**

**Project Title: BALDWIN HILLS HEALTH ASSESSMENT  
AND ENVIRONMENTAL JUSTICE STUDY**

**WOS Number: EVAL-WOS-34**

**Prepared by:**

**CONTRACTS AND GRANTS DIVISION**

**WORK ORDER SOLICITATION  
BALDWIN HILLS HEALTH ASSESSMENT AND ENVIRONMENTAL JUSTICE STUDY**

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## 1.0 INTRODUCTION

### 1.1 GENERAL INFORMATION

#### **Request for Statement of Qualifications**

On December 21, 2018, the County of Los Angeles (County) Department of Public Health (now referred to as “Public Health”) released a Request for Statement of Qualifications (RFSQ) to solicit Statements of Qualification (SOQs) from vendors with expertise in evaluation services. As a result of the RFSQ process, Master Agreements were executed with all vendors deemed qualified by category to provide as-needed evaluation services in one or more of the following evaluation service categories:

- **Evaluation Services** include planning, designing, and implementing quantitative and qualitative evaluations of large as well as small scale interventions, services, policies, and educational programs using standard evaluation procedures and methodologies, including but not limited to conducting literature reviews or meta-analyses; developing logic models and evaluation questions; selecting indicators/outcomes; developing measurement tools or instruments; collecting, processing, managing, and analyzing data; and preparing reports, presentations, and peer reviewed publications.
- **Online Assessment Tools and Evaluations of Social Media** services include developing and using internet, web-based, and/or social media analytics tools to monitor and evaluate process indicators and program outcomes; implementing online registration and data collection and developing online applications to allow on demand tracking of project enrollment and indicator status; and evaluating the impact of social media and web-based strategies.
- **Survey Methods** include planning, designing, conducting, and analyzing large-scale surveys that require complex sampling and weighting techniques; developing a comprehensive data collection and analysis plan; correction for systematic biases including sampling, non-sampling, and nonresponse biases; developing and validating questionnaires using validated survey measures and/or developing new questions based on specific program or evaluation goals; developing and conducting surveys in multiple languages (including Spanish); conducting multi-mode surveys (data collection by telephone, cell phone, face-to-face interviews, and/or via internet or web-based applications); and conducting data processing, management and analysis.
- **Outcome/Impact Assessment Methods** include planning, designing, conducting, and analyzing data from outcome/impact assessments requiring complex sampling, randomized/

nonrandomized controlled designs, multivariable regression, and statistical modeling. Services also include conducting at least one of the following: 1) non-experimental/quasi-experimental, pre/post comparison design and analysis; 2) economic analyses (e.g., cost-effectiveness, cost-benefit, cost impact analysis, multi-criteria decision analysis); 3) health forecasting, time series and other time-dependent longitudinal data analysis; 4) descriptive and inferential statistical analysis; 5) observational analysis; 6) complex systems science analysis; 7) dissemination, implementation, and improvement (DII) science analysis, including learning systems and social network analysis; and 8) simulation modeling and predictive analytics.

Pursuant to the RFSQ, Master Agreement Contractors are not guaranteed any minimum or maximum amount of utilization of services, and Contractors may or may not be utilized, at the County's sole discretion.

**Work Order Solicitation (WOS)**

As stated in the RFSQ, qualified Evaluation Services Master Agreement Contractors will be solicited under competitive conditions via a WOS, to provide services in the category(ies) for which they were qualified.

Services requested under this WOS are for the following marked category(ies):

- Evaluation Services
- Online Assessment Tools and Evaluations of Social Media
- Survey Methods
- Outcome/Impact Assessment Methods

**Master Agreement Work Order (MAWO)**

Public Health will use a pre-determined set of evaluation criteria to award a MAWO to a selected Evaluation Services Master Agreement Contractor who responds to this WOS.

**1.2 OBJECTIVE/PROJECT TITLE**

The objective of this WOS is to award one MAWO to an Evaluation Services Master Agreement Contractor who will then provide evaluation services for the service category(ies) described above and in Section 1.11, Required Services; Attachment A, Statement of Work; and Attachments B-1 and B-2, Scopes of Work.

### 1.3 PROJECT 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.<sup>1</sup> 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 a Health Assessment and Environmental Justice Study (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.

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

To assist in reaching assessment objectives, Public Health is coordinating with California Air Resources Board (CARB) Study of Neighborhood Air near Petroleum Sources (SNAPS),<sup>2</sup> 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.

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<sup>1</sup> Available at: <http://planning.lacounty.gov/baldwinhills>.

<sup>2</sup> Available at: <https://ww2.arb.ca.gov/our-work/programs/study-neighborhood-air-near-petroleum-sources>.

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.

### **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 WOS. 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.



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Under this WOS, Public Health is seeking an Evaluation Services Master Agreement Contractor to conduct the second assessment. Specifically, the assessment will:

- 1) 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 CARB SNAPS data, as feasible;
- 2) 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);
- 3) 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
- 4) 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.

#### **1.4 PROJECT TERM/PERIOD**

The MAWO will be effective upon execution through June 30, 2022, with an option to extend the term for an additional six-month period through December 31, 2022, subject to performance and availability of funds.

#### **1.5 MASTER AGREEMENT WORK ORDER RATES**

Payment for all work performed under the resultant MAWO shall be on an all-inclusive Fixed Price per Deliverable basis.

Bidder must complete and submit two budgets for the project and adhere to Attachment C, Budget Instructions, attached hereto. Bids that do not clearly indicate the maximum total cost to complete the project may be rejected, at the discretion of the County.

While payments shall be made in accordance with the fixed price per

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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.

No other budget forms or templates shall be accepted.

## **1.6 COUNTY'S ESTIMATED FUNDING AVAILABILITY**

Public Health anticipates awarding one MAWO in an amount not to exceed \$49,117 for Period 1 (date of execution through June 30, 2021), and \$350,881 for Period 2 (July 1, 2021 through June 30, 2022); 100 percent offset by the Provisionary Unit Funds allocated to Public Health.

The County reserves the right to adjust the amount of funding and services under any resulting MAWO.

## **1.7 COUNTY RIGHTS & RESPONSIBILITIES**

1.7.1 Public Health has the right to amend this WOS by written addendum at any time. The County is responsible only for that which is expressly stated in the WOS document and any authorized written addenda thereto. Public Health will make such addendum available to each Contractor that has a current Evaluation Services Master Agreement for the services requested under this WOS, as identified in Section 1.1, WOS. Should such addendum require additional information not previously requested, failure of any Bidder to address the requirements of such addendum may result in the Bid not being considered, as determined in the sole discretion of the County. The County is not responsible for and shall not be bound by any representations otherwise made by any individual acting or purporting to act on its behalf.

1.7.2 Responses to this WOS shall become the exclusive property of the County. The County shall not, in any way, be liable or responsible for the disclosure of any such record or any parts thereof, if disclosure is required or permitted under the California Public Records Act or otherwise by law.

1.7.3 In addition, the County reserves the right to make changes to the Master Agreement and its appendices and exhibits, including the MAWO, at its sole discretion.

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**1.8 CONTACT WITH COUNTY PERSONNEL**

All contact regarding this WOS or any matter relating thereto must be submitted in writing by electronic mail (e-mail) to the County Contact Person identified below:

Domingo Marinas III, Contract Analyst  
County of Los Angeles – Department of Public Health  
Contracts and Grants Division  
Email: [dmarinasiii@ph.lacounty.gov](mailto:dmarinasiii@ph.lacounty.gov)

If it is discovered that a Bidder contacted and received information regarding this solicitation from any County personnel other than the person specified above, the Director of Public Health, in her sole determination, may disqualify their Bid from further consideration.

**1.9 FINAL AWARD BY THE BOARD OF SUPERVISORS**

Notwithstanding a recommendation from Public Health, the County Board of Supervisors retains the right to exercise its judgment concerning the final selection of a work order bid and to determine whether the bid best serves the interest of the County. The County Board of Supervisors is the ultimate decision-making body and may make the final determinations necessary to arrive at a decision to award, or not award, a MAWO.

**1.10 MINIMUM MANDATORY REQUIREMENTS**

Interested Bidders who meet **all** of the minimum mandatory requirements stated below by the date on which bids are due may submit a bid in response to this WOS.

**Subcontractors may be used to meet any of the Minimum Mandatory Requirements.**

Bidder must provide a completed Exhibit III, Bidder's Affidavit of Adherence to Minimum Mandatory Requirements, to validate meeting the minimum mandatory requirements and submit the required documents/samples.

**Master Agreement**

1.10.1 Bidder **must** have a current executed Public Health Master Agreement for Evaluation Services in the following two categories: Survey Methods and Outcome/Impact Assessment Methods.

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## Experience

Bidder must meet **each** of the following:

### Minimum Mandatory Requirements for Survey Methods

- 1.10.2 Bidder must have a minimum of five years of experience within the last 10 years providing evaluation services in the Survey Methods category as described in Section 1.1, General Information, of this WOS.

Bidder must describe the number of years of experience and the nature of said experience. Description must include actual dates of experience.

### Minimum Mandatory Requirements for Outcome/Impact Assessment Methods

- 1.10.3 Bidder must have a minimum of five years of experience within the last 10 years providing evaluation services in the Outcome/Impact Assessment Methods category as described in Section 1.1, General Information, of this WOS.

Bidder must describe the number of years of experience and the nature of said experience. Description must include actual dates of experience.

- 1.10.4 Bidder must have a minimum of five years of experience within the last 10 years conducting community-based health research with diverse populations in Los Angeles County.

Bidder must describe the number of years of experience and the nature of said experience. Description must include actual dates of experience.

### Minimum Mandatory Requirements for Multi-Disciplinary Team

- 1.10.5 Bidder 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:

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.

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 must have technical expertise with Health Risk Assessment methodology, toxicological public health issues, and oil and gas operations and regulations.
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.
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.

Bidder must provide information on the established multi-disciplinary team and include a Curriculum Vitae for each of the above-referenced personnel, which includes a detailed description of the individual's background and experience as required above.

- 1.10.6 The established multi-disciplinary team must not have a history of working exclusively with either pro- or anti-oil and gas industry lobbying or activism.

#### **Contract Status**

- 1.10.7 Bidder must not be debarred, suspended, or excluded from securing federal, State and/or County contracts at the time of the bid submission due date.

- 1.10.8 Unresolved Disallowed Costs

If Bidder's compliance with a County contract has been reviewed by the Department of the Auditor-Controller (A-C) within the last 10 years, Bidder must not have unresolved questioned costs identified by the A-C in an amount over \$100,000 that are confirmed to be disallowed costs by the contracting County department and remain unpaid for a period of six months or more from the date of disallowance, unless such disallowed costs are the subject of current good faith negotiations to resolve

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the disallowed costs, in the opinion of the County.

The County will verify that Bidder does not have unresolved disallowed costs.

### **1.11 REQUIRED SERVICES**

The Contractor shall provide the services described in Attachment A, Statement of Work, and Attachments B-1 and B-2, Scopes of Work, with the multi-disciplinary team as identified above in Section 1.10, Minimum Mandatory Requirements. The Statement of Work provides a detailed description of the services. The Scope of Work provides a comprehensive "road map" of the project goals, objectives, activities, timeline, etc. to ensure that the service needs are met.

The Contractor, in consultation with and/or under the guidance of Public Health Office of Environmental Health, shall provide the services described in this WOS and as follows:

#### **Objective 1:**

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

#### **Objective 2:**

Contractor shall conduct a secondary data analysis of birth outcomes to women within a two-mile radius of the Inglewood Oil Field fence line to understand the impact of estimated exposure to oil field pollutants on birth outcomes.

#### **Objective 3:**

Contractor shall 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 two-mile radius of the Inglewood oil field fence line.

Note: Bidder may use subcontractors for the required services described in the WOS and any resulting MAWO.

### **1.12 COUNTY'S PREFERENCE PROGRAMS**

Overview of County's Preference Programs

1.12.1 The County has three preference programs: The Local Small

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Business Enterprise (LSBE), Social Enterprise (SE), and Disabled Veterans Business Enterprise (DVBE) preference programs. The Board of Supervisors encourages business participation in the County's contracting process by continually streamlining and simplifying our selection process thereby expanding opportunities for these businesses to compete for County opportunities.

- 1.12.2 The Preference Programs (LSBE, SE, and DVBE) require that a business must complete certification prior to requesting a preference in a solicitation. This program and how to obtain certification are further explained in Sub-sections 1.13, 1.15, and 1.16 of this solicitation.
- 1.12.3 In no case shall the Preference Programs (LSBE, SE, and DVBE) price or scoring preference be combined with any other County preference program to exceed fifteen percent (15%) in response to any County solicitation.
- 1.12.4 Sanctions and financial penalties may apply to a business that knowingly, and with intent to defraud, seeks to obtain or maintain certification as a certified LSBE, SE, or DVBE when not qualified.

### **1.13 LOCAL SMALL BUSINESS ENTERPRISE (LSBE) PREFERENCE PROGRAM**

- 1.13.1 In reviewing Work Order Bids, the County will give LSBE preference during the solicitation process to businesses that meet the definition of an LSBE, consistent with Chapter 2.204.030 D of the Los Angeles County Code. An LSBE is defined as a business: 1) certified by the State of California as a small business and has had its principal place of business located in LAC for at least one year; or 2) certified as a small business enterprise with other certifying agencies pursuant to the Department of Consumer and Business Affairs' (DCBA) inclusion policy that: a) has its principal place of business located in LAC, and b) has revenues and employee sizes that meet the State's Department of General Services requirements. The business must be certified by the DCBA as meeting the requirements set forth above prior to requesting the LSBE Preference in a solicitation.
- 1.13.2 To apply for certification as an LSBE, businesses should contact the DCBA at: <https://dcba.lacounty.gov>.
- 1.13.3 Certified LSBEs may only request the preference if the

certification process has been completed and certification is affirmed. Businesses must complete and submit Exhibit V, Request for Preference Consideration, in Attachment D – Required Forms and submit a letter of certification from the DCBA with their bid.

- 1.13.4 Information about the State’s small business enterprise certification regulations is in the California Code of Regulations, Title 2, Chapter 3, Subchapter 8, Section 1896 et seq., and is also available on the California Department of General Services Office of Small Business Certification and Resources Web site at: <https://caleprocure.ca.gov/pages/sbdvbe-index.aspx>.

**1.14 LOCAL SMALL BUSINESS ENTERPRISE (LSBE) PROMPT PAYMENT PROGRAM**

It is the intent of the County that Certified LSBEs receive prompt payment for services they provide to County departments. Prompt payment is defined as 15 calendar days after receipt of an undisputed invoice.

**1.15 SOCIAL ENTERPRISE (SE) PREFERENCE PROGRAM**

- 1.15.1 The County will give preference during the solicitation process to businesses that meet the definition of an SE, consistent with Chapter 2.205 of the Los Angeles County Code. An SE vendor is defined as:

- 1) A business that qualifies as an SE and has been in operation for at least one year providing transitional or permanent employment to a Transitional Workforce or providing social, environmental and/or human justice services; and
- 2) A business certified by the DCBA as an SE.

- 1.15.2 The DCBA shall certify that an SE meets the criteria set forth in Section 1.15.1 above.

- 1.15.3 Certified SEs may only request the preference if the certification has been completed and certification is affirmed. Businesses must complete and submit Exhibit V, Request for Preference Consideration in Attachment D - Required Forms and submit a letter of certification from the DCBA with their bid.

- 1.15.4 Further information on SE is also available on the DCBA’s website at: <https://dcba.lacounty.gov>.



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**1.16 DISABLED VETERAN BUSINESS ENTERPRISE (DVBE) PREFERENCE PROGRAM**

- 1.16.1 The County will give preference during the solicitation process to businesses that meet the definition of a DVBE, consistent with Chapter 2.211 of the Los Angeles County Code. A DVBE Bidder is defined as:
- 1) A business which is certified by the State of California as a DVBE; or
  - 2) A business which is verified as a service-disabled veteran-owned small business (SDVOSB) by the Veterans Administration.
  - 3) A business certified as DVBE with other certifying agencies pursuant to the DCBA's inclusion policy that it meets the criteria set forth by the agencies in 1 and 2 above.
- 1.16.2 The DCBA shall certify that a DVBE is currently certified by the State of California, by the U.S. Department of Veteran Affairs, or is determined by the DCBA's inclusion policy that meets the criteria set forth by the agencies in parts 1 or 2 of Section 1.16.1 above.
- 1.16.3 Certified DVBEs may only request the preference if the certification process has been completed and certification is affirmed. Businesses must complete and submit Exhibit V, Request for Preference Consideration in Attachment D – Required Forms and submit a letter of certification from the DCBA with their bid.
- 1.16.4 Information about the State's DVBE certification regulations is found in the California Code of Regulations, Title 2, Chapter 3, Subchapter 8, Section 1896 et seq., and is also available on the California Department of General Services Office of Disabled Veteran Business Certification and Resources Website at: <https://caleprocure.ca.gov/pages/sbdvbe-index.aspx>.
- 1.16.5 Information on the Department of Veteran Affairs SDVOSB certification regulations is found in the Code of Federal Regulations, 38 CFR 74 and is also available on the Department of Veterans Affairs Website at: <https://www.va.gov/osdbu/>.

**1.17 BIDDER'S ACKNOWLEDGEMENT OF THE COUNTY'S COMMITMENT TO FAIR CHANCE EMPLOYMENT HIRING PRACTICES**

On May 29, 2018, the Los Angeles County Board of Supervisors

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approved a Fair Chance Employment Policy in an effort to remove job barriers for individuals with criminal records. The policy requires businesses that contract with the County to comply with fair chance employment hiring practices set forth in California Government Code Section 12952, Employment Discrimination: Conviction History.

Contractors are required to complete Exhibit VII, Compliance with Fair Chance Employment Hiring Practices Certification in Attachment D – Required Forms, certifying that they are in full compliance with Government Code Section 12952. Further, contractors are required to comply with the requirements under Government Code Section 12952 for the term of any MAWO awarded pursuant to this solicitation.

**1.18 DEFAULT METHOD OF PAYMENT: DIRECT DEPOSIT OR ELECTRONIC FUNDS TRANSFER (EFT)**

1.18.1 The County, at its sole discretion, has determined that the most efficient and secure default form of payment for goods and/or services provided under an agreement/contract with the County shall be Electronic Funds Transfer (EFT) or direct deposit, unless an alternative method of payment is deemed appropriate by the A-C.

1.18.2 Upon MAWO award or at the request of the A-C and/or Public Health, the Contractor shall submit a direct deposit authorization request with banking and vendor information, and any other information that the A-C determines is reasonably necessary to process the payment and comply with all accounting, record keeping, and tax reporting requirements.

1.18.3 Any provision of law, grant, or funding agreement requiring a specific form or method of payment other than EFT or direct deposit shall supersede this requirement with respect to those payments.

1.18.4 Upon MAWO award or at any time during the agreement/contract, a Contractor may submit a written request for an exemption to this requirement. The A-C, in consultation with Public Health, shall decide whether to approve exemption requests.

**1.19 CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION – LOWER TIER COVERED TRANSACTIONS (45 C.F.R. PART 76) (INTENTIONALLY OMITTED)**

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**1.20 PUBLIC HEALTH OPTION TO REJECT WORK ORDER BIDS OR CANCEL WORK ORDER SOLICITATION**

The Director of Public Health may, at her sole discretion, reject any or all work order Bids submitted in response to this WOS at any time. In addition, this WOS process may be canceled at any time when the County, at its sole discretion, determines that such a cancellation is in the best interest of the County. The County shall not be liable for any costs incurred by the Bidder in connection with the preparation and submission of any bid. Public Health, in its sole discretion, may elect to waive any error or informalities in the form of a bid or any other disparity, if, as a whole, the bid substantially complies with the WOS's requirements.

**1.21 PROTEST POLICY REVIEW PROCESS**

1.21.1 Under Board Policy No. 5.055 (Services Contract Solicitation Protest), any prospective Bidder may request a review of the requirements under a solicitation for a Board-approved services MAWO, as described in Sub-section 1.21.3 (Department Levels of Review) below. Additionally, any actual Bidder may request a review of a disqualification or of a proposed contract award under such solicitation as described respectively in the Sections below. It is the responsibility of the Bidder challenging the decision of a County department to demonstrate that the department committed a sufficiently material error in the solicitation process to justify invalidation of a proposed MAWO award.

1.21.2 Throughout the review process, the County has no obligation to delay or otherwise postpone an award of a MAWO based on a Bidder protest. In all cases, the County reserves the right to make an award when it is determined to be in the best interest of the County to do so.

**1.21.3 Department Levels of Review**

Unless State or federal statutes/regulations otherwise provide, the levels of review as provided under the protest policy are as follows:

- Solicitation Requirements Review (Reference Section 2.2 in the Bid Submission Requirements).
- Disqualification Review (Reference Section 3.3 in the Bid Review and Selection Process).
- Proposed Contractor Selection Review (Reference Section 3.4 in the Bid Review and Selection Process).

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**1.22 NOTICE OF THE PUBLIC RECORDS ACT**

- 1.22.1 Responses to this WOS shall become the exclusive property of the County. Absent extraordinary circumstances, the recommended Bidder's bid will become a matter of public record when (1) MAWO negotiations are complete; and (2) Public Health Contracts and Grants Division (C&G) receives a Letter of Intent from the recommended Bidder's authorized officer that the negotiated MAWO is the firm offer of the recommended Bidder; and (3) Public Health C&G releases a copy of the recommended Bidder's bid in response to a Notice of Intent to Request a Proposed Contractor Selection Review under Board Policy 5.055.
- 1.22.2 Notwithstanding the above, absent extraordinary circumstances, all bids will become a matter of public record when Public Health's Bidder recommendation appears on the County's Board Correspondence.
- 1.22.3 Exceptions to disclosure are those parts or portions of all bids that are justifiably defined as business or trade secrets, and plainly marked by the Bidder as "Trade Secret", "Confidential", or "Proprietary".
- 1.22.4 The County shall not, in any way, be liable or responsible for the disclosure of any such record or any parts thereof, if disclosure is required or permitted under the California Public Records Act or otherwise by law. A blanket statement of confidentiality or the marking of each page of the bid as confidential shall not be deemed sufficient notice of exception. The Bidder must specifically label only those provisions of their respective bid which are "Trade Secrets", "Confidential", or "Proprietary" in nature.

**2.0 BID SUBMISSION REQUIREMENTS**

This Section contains key project dates and activities as well as instructions to Bidders as to the proper preparation and submission of their Bid.

**2.1 WORK ORDER SOLICITATION TIMETABLE**

Release of WOS	February 4, 2021
Request for a Solicitation Requirements Review Due	February 17, 2021
Bidder's Written Questions Due	4:00 P.M. February 19, 2021
Questions and Answers Released	March 10, 2021
Bid Due	4:00 P.M. March 31, 2021

***All times as listed above and throughout this WOS are Pacific Time (PT).***

**2.2 WORK ORDER SOLICITATION REQUIREMENTS REVIEW**

Any eligible Evaluation Services Master Agreement Contractor may seek a Solicitation Requirements Review by submitting Attachment E – Transmittal Form to Request a Work Order Solicitation Requirements Review to Public Health as described in this Section. A request for a WOS Requirements Review may be denied, in Public Health's sole discretion, if the request does not satisfy all of the following criteria:

1. The request shall be made within the time frame specified in Section 2.1, Work Order Solicitation Timetable, to the address and contact person identified in WOS, Section 1.8, Contact with County Personnel;
2. The request shall include documentation (e.g., letterhead, business card, etc.), which identifies the underlying authority of the person or entity to submit a bid;
3. The request shall itemize in appropriate detail, each matter contested and factual reasons for the requested review; and
4. The request asserts that either:
  - a. application of the minimum requirements, evaluation criteria, and/or business requirements unfairly disadvantages the person or entity; or
  - b. due to unclear instructions, the process may result in the County not receiving the best possible responses from prospective Bidders.

The WOS Requirements Review shall be completed and Public Health's determination shall be provided to the requesting person or entity, in writing, within a reasonable time prior to the bid due date.

### **2.3 BIDDERS' QUESTIONS**

Bidders may submit written questions regarding this WOS by e-mail with a subject line of "**EVAL-WOS-34 Questions**" by the deadline specified in Section 2.1, Work Order Solicitation Timetable, to the contact person identified in WOS Section 1.8, Contact with County Personnel.

All questions, without identifying the submitting company, will be compiled with the appropriate answers and issued as an addendum to this WOS. When submitting questions, please specify the WOS section number, sub-section number, and page number, and quote the language that prompted the question. The County reserves the right to group similar questions when providing answers.

### **2.4 BIDDERS' CONFERENCE**

A Bidders' conference will not be conducted for this WOS. Interested Bidders may submit written questions regarding this WOS as described in Section 2.3, Bidders' Questions.

### **2.5 PREPARATION OF THE BID**

Bids must be submitted in the prescribed format as further described in Section 2.6, Bid Format, below. Any bid that deviates from this format may be rejected without review at the County's sole discretion. The County shall not be liable for any costs incurred by any Bidder in connection with the preparation, submission, or presentation of any bid submitted in response to this WOS.

### **2.6 BID FORMAT**

All bids must be typewritten. No handwritten bids will be considered.

All exhibits must be printed, signed, and dated where applicable.

2.6.1 The Bidder's response to this WOS shall include completed Required Forms (Attachment D) in the following prescribed format and order:

- Bid Submission Checklist (Exhibit I)
- Bid Transmittal Form (Exhibit II)
- Bidder's Affidavit of Adherence to Minimum Mandatory Requirements (Exhibit III)
- Bidder's Budget (Exhibit IV.1 – Budget Period 1 and Exhibit IV.2- Budget Period 2)

- Request for Preference Consideration (Exhibit V)
- Compliance with Fair Chance Employment Practices (Exhibit VII)
- Acceptance of Terms and Conditions Affirmation (Exhibit VIII)

All WOS forms and any applicable WOS Exhibits or Attachments, required in the submission of the bid must be printed, signed and dated where applicable. No other templates shall be accepted. Bidder must read this WOS carefully, and follow all instructions, giving consideration to all requirements and requested documents as set forth herein when submitting their bids to ensure that errors or omissions do not cause Bids to be deemed non-responsive and disqualified.

Bidder is admonished not to alter any Attachments, Exhibits, or any information provided either in hardcopy or electronic format, with the exception of filling in blanks in applicable response forms or complying with directions provided in said forms. If the County determines that Bidder has altered or modified any County-provided forms or data in any other manner whatsoever, the County may, in its sole discretion, determine the Bidder's submission to be non-responsive, and disqualified.

Bidders are advised that if a response in one document conflicts with a response given in one or more other documents, the County reserves the right, in its sole discretion, to disqualify the bid.

In circumstances where copies of the bid deviate from the original bid, the bid labeled "Original" shall be the ruling and presiding document.

## 2.6.2 Bid Submission Checklist

Bidders are to provide a completed Exhibit I, Bid Submission Checklist. The purpose of the document is to ensure that each Bidder has submitted all applicable sections, forms, Exhibits, Attachments, etc. with its Bid.

## 2.6.3 Bid Transmittal Form

Each Bidder must provide a completed Exhibit II, Bidder's Transmittal Form. The purpose of the document is to identify the Bidder's contact information, and the Bidder's representative who is authorized to sign on behalf of the Bidder, able to make representations for the Bidder during MAWO negotiations, and able to legally bind the Bidder to any resultant MAWO.

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## 2.6.4 Adherence to Minimum Mandatory Requirements

**Bidder must meet each of the Minimum Mandatory Requirements as outlined in WOS, Section 1.10.** Bidder must include the following:

- 1. Bidder's Affidavit of Adherence to Minimum Mandatory Requirements:** Complete and submit a signed Exhibit III, Bidder's Affidavit of Adherence to Minimum Mandatory Requirements.
- 2. Curriculum Vitae:** Provide a curriculum vitae for each member of the multi-disciplinary team, consisting of the Principal Investigator, Environmental Scientist, Project Director or Project Coordinator, and Data Analyst or Statistician.

## 2.6.5 Bidder's Budget

Bidder's budget must:

1. Comply with all the requirements outlined in Attachment C, Budget Instructions.
2. Provide a separate and complete Exhibit IV.1, Bidder's Budget for Period 1 (date of execution through June 30, 2021), and Exhibit IV.2, Bidder's Budget for Period 2 (July 1, 2021 through June 30, 2022). Bidder's completed Exhibits IV.1 and IV.2 must be submitted free of errors for all expenditures.
3. Bidder's total cost must not exceed \$49,117 for Period 1 (date of execution through December 31, 2021), and \$350,881 for Period 2 (July 1, 2021 through June 30, 2022). Bids that exceed the amounts provided above may, at the discretion of the Director of Public Health, or designee, be deemed nonresponsive and disqualified.
4. Bidder's budget for each term must be inclusive of all costs necessary to complete all objectives, activities, and deliverables within the given time frame provided in Attachment A, Statement of Work, and Attachments B-1 and B-2, Scopes of Work.
5. Bidder understands and agrees that the County, at its sole discretion, may delete some objectives and/or modify/reduce the budget.



**2.6.6 Required Forms**

Bidder must also include the following exhibits:

- EXHIBIT V Request for Preference Consideration
- EXHIBIT VII Compliance with Fair Chance Employment Practices
- EXHIBIT VIII Acceptance of Terms and Conditions Affirmation

**2.7 BID SUBMISSION**

**2.7.1 Bidding Entity Limitations**

Only one bid per qualified Evaluation Services Master Agreement Contractor will be considered in response to this WOS.

**2.7.2 Submission Requirements**

Bidders responding to this WOS may submit hard copies or an electronic format of their Bids as described below.

**Hard Copy Submission**

Bidders who choose to submit via hard copy submission shall submit one original and one copy of their response to this WOS in the format prescribed herein. Bidders must clearly mark on the top right of each page which is the original and which is the copy. In circumstances where the copy of the Bid deviates from the original Bid, the Bid labeled "Original" shall be the ruling and presiding document.

Do not staple or bind the original Bid. Use a rubber band or binder clip to keep the pages of the original Bid together.

The subsequent copy should be bound/secured. Each original bid, and subsequent hard copies, shall be labeled as such. All bid material must be included.

The front exterior of all Bid package shall be clearly marked in the upper left-hand corner with the name and address of the Bidder, and bear the words:

**"COUNTY OF LOS ANGELES  
DEPARTMENT OF PUBLIC HEALTH  
CONTRACTS AND GRANTS DIVISION  
EVAL-WOS-34  
BALDWIN HILLS HEALTH ASSESSMENT AND  
ENVIRONMENTAL JUSTICE STUDY"**

The Bid must be hand-delivered or sent by a delivery service (excluding United States Postal Service) by the deadline specified in Section 2.1, Work Order Solicitation Timetable, to:

Domingo Marinas, Contract Analyst  
County of Los Angeles – Department of Public Health  
Contracts and Grants Division  
5555 Ferguson Drive, Suite #210  
Commerce, California 90022

**Electronic Format Submission**

PDF scanned Bids are also accepted in the format prescribed herein, and may be electronically submitted with the subject line "Bid for Baldwin Hills Health Assessment and Environmental Justice Study" to:

Domingo Marinas  
Email address: [dmarinasiii@ph.lacounty.gov](mailto:dmarinasiii@ph.lacounty.gov)

**Timely hand-delivered bids are acceptable. No FAX copies will be accepted. It is the sole responsibility of the submitting Bidder to ensure that its bid is received before the submission deadline. Submitting Bidders shall bear all risks associated with delays in delivery by any person or entity. Late bids received after the scheduled closing time/date for receipt of bids, as listed in Sub-section 2.1, Work Order Solicitation Timetable, will not be evaluated but will be time-stamped and set aside unopened. At the Director's sole discretion, these late bids may be considered, in the order received, if a determination is made that there is a specific unmet need.**

Until the bid submission deadline, errors in bids may be corrected by a request in writing to withdraw the bid and by submission of another set of bids with the mistakes corrected.

**2.8 ACCEPTANCE OF TERMS AND CONDITIONS AFFIRMATION**

Bidders understand and agree that submission of a bid and Exhibit VIII, Acceptance of Terms and Conditions Affirmation, constitutes an

## BID SUBMISSION REQUIREMENTS

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acknowledgement and acceptance of, and a willingness to comply with all terms and conditions of this WOS, any addenda, the MAWO, and the Master Agreement.

In addition, the County reserves the right to make changes to the Master Agreement and its appendices and exhibits, including the MAWO, at its sole discretion.

### **3.0 BID REVIEW AND SELECTION PROCESS**

#### **3.1 SELECTION PROCESS**

- 3.1.1 Public Health reserves the sole right to judge the contents of the bids submitted in response to this WOS and to review, evaluate, and select the successful bid. The selection process will begin upon the response deadline identified in this WOS, Section 2.0, BID SUBMISSION REQUIREMENTS, Sub-section 2.1, WORK ORDER SOLICITATION TIMETABLE.
- 3.1.2 Public Health will review Exhibit III, Bidder's Affidavit of Adherence to Minimum Mandatory Requirements, to determine if the Bidder meets each of the Minimum Mandatory Requirements as outlined in WOS, Section 1.10. Bidder must "Pass" each of the Minimum Mandatory Requirements outlined in the WOS. Bids that "Fail" this section of the review shall be deemed nonresponsive and shall be disqualified from further consideration.
- 3.1.3 Public Health will select the lowest cost responsive work order bid based on the budget total for Baldwin Hills Health Assessment and Environmental Justice Study, and demonstrated ability that Work Order Bidder meets all of the requirements identified in this WOS.
- 3.1.4 In evaluating work order bids, Public Health will apply the LSBE, SE, or DVBE preference to agencies that meet the definition of a LSBE as defined in Section 1.0, INTRODUCTION.

Fifteen percent (15%) of the lowest bid price will be calculated, not to exceed \$150,000, and that amount will be deducted from the price submitted by all Bidders who requested and were granted the preference. The fifteen percent (15%) preference is used only to determine the winning Bidder and does not alter the amount of the resultant MAWO award. A MAWO awarded on the basis of the fifteen percent (15%) will be for the amount of the actual bid.

In no case shall any preference be combined to exceed fifteen percent (15%) of the lowest responsible bid meeting specifications.

#### **3.2 LOWEST EQUAL BID PRICE**

The objective of this WOS is to identify the lowest cost most responsive and most responsible bid. In instances where more than one bid submitted was the lowest price, most responsive, and most responsible bid ("lowest equal bid price"), the County reserves the right to consider an additional selection process in which the Bidders with the lowest equal

bid price will be offered the opportunity to adjust and resubmit their Budget to reflect the adjusted bid price to the County for further consideration. Public Health will select the lowest cost bid to be recommended for a MAWO.

### **3.3 DISQUALIFICATION REVIEW**

A bid may be disqualified from consideration because Public Health determined it was non-responsive at any time during the review/evaluation process. If Public Health determines that a bid is disqualified due to non-responsiveness, Public Health shall notify the Bidder in writing.

Upon receipt of the written determination of non-responsiveness, the Bidder may submit a written request for a Disqualification Review within the timeframe specified in the written determination.

A request for a Disqualification Review may, in Public Health's sole discretion, be denied if the request does not satisfy all of the following criteria:

1. The request for a Disqualification Review shall be submitted timely (i.e. by the date and time specified in the written determination); and
2. The request for a Disqualification Review shall assert that Public Health's determination of disqualification due to non-responsiveness was erroneous (e.g., factual errors, etc.) and shall provide factual support on each ground asserted as well as copies of all documents and any other material(s) that support the assertions.

The Disqualification Review shall be completed and the determination shall be provided to the requesting Bidder, in writing, prior to the conclusion of the evaluation process.

### **3.4 PROPOSED CONTRACTOR SELECTION REVIEW**

3.4.1 Upon completion of the selection process, Public Health shall notify the remaining Bidders in writing that Public Health is entering into negotiations with another Bidder. Upon receipt of the letter, any non-selected Bidder may submit a written notice of intent to request a Proposed Contractor Selection Review within the timeframe specified by Public Health.

3.4.2 Any Bidder that has timely submitted a notice of its intent to request a Proposed Contractor Selection Review (as described in section 3.4.1 of solicitation document) may submit a written request for a Proposed Contractor Selection Review, in the

manner and timeframe as shall be specified by Public Health.

- 3.4.3 A request for a Proposed Contractor Selection Review may, in Public Health's sole discretion, be denied if the request does not satisfy all of the following criteria:
1. The request for a Proposed Contractor Selection Review shall be submitted timely (i.e. by the date and time specified by Public Health).
  2. The person or entity requesting a Proposed Contractor Selection Review shall assert in appropriate detail with factual reasons one or more of the following grounds for review:
    - a. Public Health materially failed to follow procedures specified in its solicitation document. This includes:
      - i. Failure to correctly apply the standards for reviewing the bid format requirements.
      - ii. Failure to correctly apply the standards, and/or follow the prescribed methods, for evaluating the bids as specified in the solicitation document.
      - iii. Use of evaluation criteria that were different from the evaluation criteria disclosed in the solicitation document.
    - b. Public Health made identifiable mathematical or other errors in evaluating bids, resulting in the Bidder receiving an incorrect score and not being selected as the recommended contractor.
    - c. Another basis for review as provided by State or federal law.
  3. The request for a Proposed Contractor Selection Review shall set forth sufficient detail(s) to demonstrate that, but for Public Health's alleged failure, the Bidder would have been the lowest cost, responsive and responsible bid or the highest-scored bid, as the case may be.

Upon completing the Proposed Contractor Selection Review, Public Health representative shall issue a written decision to the Bidder within a reasonable time following receipt of the request for a Proposed Contractor Selection Review, and always before the date the contract award recommendation is to be

heard by the Board. The written decision shall additionally instruct the Bidder of the manner and timeframe for requesting a County Independent Review (see Section 3.5 below).

### **3.5 COUNTY INDEPENDENT REVIEW PROCESS**

Any Bidder that is not satisfied with the results of the Proposed Contractor Selection Review may submit a written request for a County Independent Review in the manner and timeframe specified by Public Health's written decision regarding the Proposed Contractor Selection Review.

The request for a County Independent Review may, in the County's sole discretion, be denied if the request does not satisfy all of the following criteria:

1. The request for a County Independent Review shall be submitted timely (i.e. by the date and time specified by Public Health); and
2. The person or entity requesting the County Independent Review shall limit the request to items raised in the Proposed Contractor Selection Review as listed in Section 3.4 above.

Upon completion of the County Independent Review, the County of Los Angeles Internal Services Department will forward the report(s) to Public Health, which will then provide a copy to the Bidder.

**4.0 MASTER AGREEMENT WORK ORDER AWARD**

- 4.1** Upon completion of negotiations with the Work Order Bidder whose bid submission is selected, Public Health shall obtain a Letter of Intent from an authorized officer of the Work Order Bidder stating that the negotiated MAWO is a firm offer of the selected Work Order Bidder.
- 4.2** A Bidder whose bid is selected by the Director of Public Health and authorized by the County Board of Supervisors shall not begin work on the project until the MAWO has been fully executed by Public Health and incorporated into the selected Bidder's Evaluation Services Master Agreement with the County of Los Angeles.
- 4.3** Public Health's recommendation to award a MAWO will not bind the County Board of Supervisors to award a MAWO to the Recommended Bidder.
- 4.4** No work is guaranteed to any Contractor based on the existence of an Evaluation Services Master Agreement with the County of Los Angeles.



**ATTACHMENT A**

**STATEMENT OF WORK**

**FOR**

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

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

**EVAL-WOS-34**

**ATTACHMENT A**

**STATEMENT OF WORK**

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

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

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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.<sup>1</sup> 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,<sup>2</sup> 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 WOS. 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 monthly, bi-monthly, weekly, or as required meetings 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, these 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. Bidders 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

Bidders 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. Bidders 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 bidder must meet all requirements for IRB approval and justify the additional laboratory costs.

Due to the COVID-19 emergency, bidders 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. Bidders 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

Bidders 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:

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

<sup>2</sup> 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:** \_\_\_\_\_

**MASTER AGREEMENT NUMBER:** \_\_\_\_\_ **WORK ORDER NUMBER:** \_\_\_\_\_  
 (County Use Only)

**WORK ORDER SOLICITATION NUMBER:** EVAL-WOS-34

**PERIOD:** Date of Execution – June 30, 2021

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 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.  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.	Representative identified: By May 1, 2021; Attendance at CAP meetings: Date of Execution – June 30, 2021  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.)	Representative identified; attends and addresses two monthly meetings.  Assemble and convene first CAB meeting.

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

**CONTRACTOR NAME:** \_\_\_\_\_

**MASTER AGREEMENT NUMBER:** \_\_\_\_\_ **WORK ORDER NUMBER:** \_\_\_\_\_  
 (County Use Only)

**WORK ORDER SOLICITATION NUMBER:** EVAL-WOS-34

**PERIOD:** Date of Execution – June 30, 2021

Objective	Activities	Timeline	Deliverables
	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.	Date of execution to June 30, 2021	Two meetings held to gather CAB input on initial plans.
	1.4 Track CAB comments and provide a summary of CAB input.	By June 30, 2021	Summary document of CAB's input to date.

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

**CONTRACTOR NAME:** \_\_\_\_\_

**MASTER AGREEMENT NUMBER:** \_\_\_\_\_ **WORK ORDER NUMBER:** \_\_\_\_\_  
 (County Use Only)

**WORK ORDER SOLICITATION NUMBER:** EVAL-WOS-34

**PERIOD:** 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 (DPH).
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 DPH.
	3.2 Draft and submit a recruitment plan.	By June 1, 2021	Draft of plan submitted to DPH.



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

**CONTRACTOR NAME:** \_\_\_\_\_

**MASTER AGREEMENT NUMBER:** \_\_\_\_\_ **WORK ORDER NUMBER:** \_\_\_\_\_  
 (County Use Only)

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**PERIOD:** 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:** \_\_\_\_\_

**MASTER AGREEMENT NUMBER:** \_\_\_\_\_ **WORK ORDER NUMBER:** \_\_\_\_\_  
 (County Use Only)

**WORK ORDER SOLICITATION NUMBER:** EVAL-WOS-34

**PERIOD:** 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:** \_\_\_\_\_

**MASTER AGREEMENT NUMBER:** \_\_\_\_\_ **WORK ORDER NUMBER:** \_\_\_\_\_  
 (County Use Only)

**WORK ORDER SOLICITATION NUMBER:** EVAL-WOS-34

**PERIOD:** 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 (DPH); 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	By August 1, 2021	Description of population sample and boundary submitted to DPH.

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

**CONTRACTOR NAME:** \_\_\_\_\_

**MASTER AGREEMENT NUMBER:** \_\_\_\_\_ **WORK ORDER NUMBER:** \_\_\_\_\_  
 (County Use Only)

**WORK ORDER SOLICITATION NUMBER:** EVAL-WOS-34

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

Objective	Activities	Timeline	Deliverables
	<p>operations data, emissions, and 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</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 DPH.</p> <p>Plan submitted to DPH.</p> <p>Data analysis completed; draft report submitted to DPH 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  
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 (County Use Only)

**WORK ORDER SOLICITATION NUMBER:** EVAL-WOS-34

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

Objective	Activities	Timeline	Deliverables
	of the findings for DPH and CAB review.  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	Final report submitted to DPH.  All files submitted to DPH.
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	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	Description of population boundary, communities most likely to be exposed to oil field contaminants, and sampling and recruitment plans submitted to DPH.

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

**CONTRACTOR NAME:** \_\_\_\_\_

**MASTER AGREEMENT NUMBER:** \_\_\_\_\_ **WORK ORDER NUMBER:** \_\_\_\_\_  
 (County Use Only)

**WORK ORDER SOLICITATION NUMBER:** EVAL-WOS-34

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

Objective	Activities	Timeline	Deliverables
within a 2-mile radius 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 DPH.
	3.2.b Develop survey and biometric data collection and analysis protocols, with CAB input.	By August 1, 2021	Data collection and analysis protocols submitted to DPH.
	3.3 Develop and submit data collection and analysis protocols and materials, and obtain IRB approval.	By September 1, 2021	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.	September 1, 2021 – April 1, 2022	Monthly report to DPH 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:** \_\_\_\_\_

**MASTER AGREEMENT NUMBER:** \_\_\_\_\_ **WORK ORDER NUMBER:** \_\_\_\_\_  
 (County Use Only)

**WORK ORDER SOLICITATION NUMBER:** EVAL-WOS-34

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

Objective	Activities	Timeline	Deliverables
	3.5 Complete collection of household survey and biometric data according to the recruitment and data collection plan.	April 1, 2022	Data collection completed; total number of surveys reported to DPH.
	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.	By April 1, 2022	Data table or report on distribution of exposure metric by residence submitted to DPH.
	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 DPH and CAB review.	By May 15, 2022	Draft report submitted to DPH for review and reviewed at an CAB meeting.

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

**CONTRACTOR NAME:** \_\_\_\_\_

**MASTER AGREEMENT NUMBER:** \_\_\_\_\_ **WORK ORDER NUMBER:** \_\_\_\_\_  
 (County Use Only)

**WORK ORDER SOLICITATION NUMBER:** EVAL-WOS-34

**PERIOD:** 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  By June 30, 2022	Final report submitted to DPH.  All files submitted to DPH.



**ATTACHMENT C**

**BUDGET INSTRUCTIONS**

**FOR**

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

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

**EVAL-WOS-34**

**COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH  
BALDWIN HILLS HEALTH ASSESSMENT AND  
ENVIRONMENTAL JUSTICE STUDY SERVICES  
EVAL-WOS-34**

Bidder must submit a complete Bidder’s Budget for Periods 1 and 2 (Exhibit IV.1 and IV.2). Bidder’s budget MUST be inclusive of ALL costs necessary to complete ALL objectives, activities, and deliverables within the given time frame provided in Attachment A, Statement of Work, and Attachments B-1 and B-2, Scopes of Work.

Bidder’s budget should adhere to the provided budget categories.

**Bidder understands and agrees that the County, at its sole discretion, may delete and/or revise some objectives and/or modify/reduce the budget and/or Attachment A, Statement of Work, and/or Attachments B-1 and B-2, Scopes of Work.**

Bidder must provide all-inclusive costs for each of the budget categories listed. Bidder’s Exhibits IV.1 and IV.2 must provide accurate formulas (calculations). All amounts are to be rounded to the nearest dollar.

**Period Budget Categories**

<b>Period 1 (Exhibit IV.1): Date of Execution through June 30, 2021</b>	
Budget Category I	Objective 1
Budget Category II	Objective 2
Budget Category III	Objective 3

<b>Period 2 (Exhibit IV.2): July 1, 2021 through June 30, 2022</b>	
Budget Category I	Objective 1
Budget Category II	Objective 2
Budget Category III	Objective 3

**A. Budget Category I – Objective 1 (Periods 1 and 2)**

Indicate and itemize costs necessary to meet Objective 1, including all activities listed under Attachments B-1 and B-2, Objective 1.

**B. Budget Category II – Objective 2 (Periods 1 and 2)**

Indicate and itemize costs necessary to meet Objective 2, including all activities listed under Attachments B-1 and B-2, Objective 2.

**C. Budget Category III – Objective 3 (Periods 1 and 2)**

Indicate and itemize costs necessary to meet Objective 3, including all activities listed under Attachments B-1 and B-2, Objective 3.

**COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH  
BALDWIN HILLS HEALTH ASSESSMENT AND  
ENVIRONMENTAL JUSTICE STUDY SERVICES  
EVAL-WOS-34**

**D. Total Costs**

For Exhibit IV.1 add Total Budget Category amounts for Budget Categories I through III for Period 1; **and** for Exhibit IV.2 add Total Budget Category amounts for Budget Categories I through III for Period 2.

**ATTACHMENT D**  
**REQUIRED FORMS**

**FOR**

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

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

**EVAL-WOS-34**

COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH (PUBLIC HEALTH)  
BALDWIN HILLS HEALTH ASSESSMENT AND  
ENVIRONMENTAL JUSTICE STUDY SERVICES  
EVAL-WOS-34

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- II BID TRANSMITTAL FORM
- III BIDDER'S AFFIDAVIT OF ADHERENCE TO MINIMUM MANDATORY REQUIREMENTS
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  - Period 1 (Date of Execution through June 30, 2021)
  - Period 2 (July 1, 2021 through June 30, 2022)
- V REQUEST FOR PREFERENCE CONSIDERATION
- VI CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION – LOWER TIER COVERED TRANSACTIONS (45 C.F.R. PART 76) (**INTENTIONALLY OMITTED**)
- VII COMPLIANCE WITH FAIR CHANCE EMPLOYMENT PRACTICES CERTIFICATION
- VIII ACCEPTANCE OF TERMS AND CONDITIONS AFFIRMATION

**COUNTY OF LOS ANGELES – DEPARTMENT OF PUBLIC HEALTH  
(PUBLIC HEALTH)  
BALDWIN HILLS HEALTH ASSESSMENT AND  
ENVIRONMENTAL JUSTICE STUDY SERVICES  
EXHIBIT I - BID SUBMISSION CHECKLIST**

<b>BIDDER'S NAME:</b>	
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The purpose of this document is to ensure that Bidder has submitted all applicable sections, forms, exhibits, attachments, etc. with its bid. Please check the appropriate box:

BIDDER HAS COMPLETED AND SUBMITTED THE FOLLOWING:		
WOS, Section 2.7.2	Hard Copy Submission - One original and one copy of the bid  <b>OR</b>  Electronic Format Submission – One pdf scanned copy of the bid response submitted via emailed to County Contact Person	<input type="checkbox"/> Yes <input type="checkbox"/> N/A  <input type="checkbox"/> Yes <input type="checkbox"/> N/A
WOS, Section 2.6.2	Bid Submission Checklist (Exhibit I)	<input type="checkbox"/> Yes
WOS, Section 2.6.3	Bid Transmittal Form (Exhibit II)	<input type="checkbox"/> Yes
WOS, Section 2.6.4	Adherence to Minimum Mandatory Requirements – Pass/Fail  <ul style="list-style-type: none"> <li>• Bidder's Affidavit of Adherence to Minimum Mandatory Requirements (Exhibit III)</li> <li>• Curriculum Vitae for:                             <ul style="list-style-type: none"> <li>a) Principal Investigator</li> <li>b) Environmental Scientist</li> <li>c) Project Director or Project Coordinator</li> <li>d) Data Analyst or Statistician</li> </ul> </li> </ul>	<input type="checkbox"/> Yes  <input type="checkbox"/> Yes <input type="checkbox"/> Yes <input type="checkbox"/> Yes
WOS, Section 2.6.5	Bidder's Budget (Exhibit IV) <ul style="list-style-type: none"> <li>• Exhibit IV.1 - Period 1 (Date of Execution through June 30, 2021)</li> <li>• Exhibit IV.2 - Period 2 (July 1, 2021 through June 30, 2022)</li> </ul>	<input type="checkbox"/> Yes  <input type="checkbox"/> Yes
WOS, Section 2.6.6	Required Forms <ul style="list-style-type: none"> <li>• Request for Preference Consideration (Exhibit V)</li> <li>• Compliance with Fair Chance Employment Practice (Exhibit VII)</li> <li>• Acceptance of Terms and Conditions Affirmation (Exhibit VIII)</li> </ul>	<input type="checkbox"/> Yes  <input type="checkbox"/> Yes  <input type="checkbox"/> Yes

\_\_\_\_\_  
**Signature of Authorized Representative of Bidder/Contracting Entity:**

\_\_\_\_\_  
**Date:**

\_\_\_\_\_  
**Print Name:**

\_\_\_\_\_  
**Title:**

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

**EXHIBIT II – BID TRANSMITTAL FORM**

**PROJECT TITLE:** BALDWIN HILLS HEALTH ASSESSMENT AND ENVIRONMENTAL JUSTICE  
STUDY SERVICES

**WOS NUMBER:** EVAL-WOS-34

**BIDDER'S NAME:** \_\_\_\_\_

**BIDDER'S ADDRESS:** \_\_\_\_\_  
Street Suite

\_\_\_\_\_  
City State Zip Code

**BIDDER'S AUTHORIZED REPRESENTATIVE:** Please provide the below information as it relates to Bidder's authorized representative. Bidder's authorized representative must be authorized to sign on behalf of the Bidder, able to make representations for the Bidder during contract negotiations, and able to legally bind the Bidder to any resultant MAWO.

Authorized Representative: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_  
Street Suite

\_\_\_\_\_  
City State Zip Code

TELEPHONE NUMBER: \_\_\_\_\_

FAX NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

**BIDDER'S CONTACT PERSON:** Please provide the below information as it relates to Bidder's contact person. Bidder's contact person will serve as the Bidder's main contact with the County for any matters related to this WOS.

Contact Representative: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_  
Street Suite

\_\_\_\_\_  
City State Zip Code

TELEPHONE NUMBER: \_\_\_\_\_

FAX NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

**COUNTY OF LOS ANGELES – DEPARTMENT OF PUBLIC HEALTH (PUBLIC HEALTH)  
BALDWIN HILLS HEALTH ASSESSMENT AND  
ENVIRONMENTAL JUSTICE STUDY SERVICES  
EXHIBIT III – BIDDER’S AFFIDAVIT OF ADHERENCE TO MINIMUM MANDATORY  
REQUIREMENTS**

<b>BIDDER’S NAME:</b>	
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Please complete, date, and sign this form. The person signing the form must be authorized to sign on behalf of the Bidder, able to make representations for the Bidder during contract negotiations, and be able to legally bind the Bidder to any resultant MAWO.

**Bidder must meet each of the Minimum Mandatory Requirements enumerated below by the date on which bids are due.**

Bidder acknowledges and certifies that they meet and will comply with all of the Minimum Mandatory Requirements listed in Section 1.10 - Minimum Mandatory Requirements, of this WOS, as listed below.

**Check the appropriate boxes:**

<b>BIDDER:</b>		
<input type="checkbox"/> Yes	<input type="checkbox"/> No	1.10.1 Bidder must have a current executed Public Health Master Agreement for Evaluation Services awarded in the following service category(ies): <u>Survey Methods</u> and <u>Outcome/Impact Assessment Methods</u> .  <b>Public Health Master Agreement Number:</b> _____
<u>Experience</u> (attach additional pages if necessary)		
<input type="checkbox"/> Yes	<input type="checkbox"/> No	1.10.2 Bidder must have a minimum of five years of experience within the last 10 years providing evaluation services in the Survey Methods category as described in Section 1.1, General Information, of this WOS.  Bidder must describe the number of years of experience and the nature of said experience. Description must include actual dates of experience.
If yes, please describe number of years of experience and nature of experience:		
<input type="checkbox"/> Yes	<input type="checkbox"/> No	1.10.3 Bidder must have a minimum of five years of experience within the last 10 years providing evaluation services in the Outcome/Impact Assessment Methods category as described in Section 1.1, General Information, of this WOS.  Bidder must describe the number of years of experience and the nature of said experience. Description must include actual dates of experience.
If yes, please describe number of years of experience and nature of experience:		



<input type="checkbox"/> Yes	<input type="checkbox"/> No	<p>1.10.4 Bidder must have a minimum of five years of experience within the last 10 years conducting community-based health research with diverse populations in Los Angeles County.</p> <p>Bidder must describe the number of years of experience and the nature of said experience. Description must include actual dates of experience.</p>
<p>If yes, please describe number of years of experience and nature of experience:</p>		
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<p>1.10.5 Bidder 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:</p> <ol style="list-style-type: none"> <li>1. <b>Principal Investigator:</b> 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; <b>and</b> be located in Los Angeles County.</li> </ol>
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<ol style="list-style-type: none"> <li>2. <b>Environmental Scientist:</b> 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 must have technical expertise with Health Risk Assessment methodology, toxicological public health issues, and oil and gas operations and regulations.</li> </ol>
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<ol style="list-style-type: none"> <li>3. <b>Project Director or Project Coordinator:</b> must possess a minimum of Master's Degree in the field of social and behavioral sciences or public health, <b>and</b> be located in Los Angeles County.</li> </ol>
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<ol style="list-style-type: none"> <li>4. <b>Data Analyst or Statistician:</b> 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.</li> </ol> <p>Bidder must provide information on the established multi-disciplinary team and include a Curriculum Vitae for each of the above-referenced personnel, which includes a detailed description of the individual's background and experience as required above.</p>
<p>If yes, please describe number of years of experience and nature of experience:</p>		
<p>Provide the following information for Principal Investigator (<i>attach a Curriculum Vitae which includes a detailed description of the required background and experience listed above</i>):</p>		
<p>Name:</p>		

Degree:		Field:	
Address:		City:	
State:	Zip Code:	Email Address:	

Provide the following information for Environmental Scientist (*attach a Curriculum Vitae which includes a detailed description of the required background and experience listed above*):

Name:			
Degree:		Field:	
Address:		City:	
State:	Zip Code:	Email Address:	

Provide the following information for Project Director or Project Coordinator (*attach a Curriculum Vitae which includes a detailed description of the required background and experience listed above*):

Name:			
Degree:		Field:	
Address:		City:	
State:	Zip Code:	Email Address:	

Provide the following information for Data Analyst or Statistician (*attach a Curriculum Vitae which includes a detailed description of the required background and experience listed above*):

Name:			
Degree:		Field:	
Address:		City:	
State:	Zip Code:	Email Address:	

<input type="checkbox"/> Yes	<input type="checkbox"/> No	<p>1.10.6 The established multi-disciplinary team must not have a history of working exclusively with either pro- or anti-oil and gas industry lobbying or activism.</p> <p><b>(Note: By checking the “Yes” box, Bidder attests that it meets this requirement.)</b></p>
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**Contract Status**

1.10.7 Bidder must not be debarred, suspended, or excluded from securing United States Federal Government (federal), State and/or County contracts at the time of the bid submission due date.

- Bidder **is** debarred.
- Bidder is **not** debarred.

1.10.8 If Bidder has any County contract that has been reviewed by the Department of the Auditor-Controller within the last 10 years, Bidder does not have unresolved questioned costs identified by the Auditor-Controller in an amount over \$100,000 that are confirmed to be disallowed costs by the contracting County department and remain unpaid for a period of six months or more from the date of disallowance, unless such disallowed costs are the subject of current good faith negotiations to resolve the disallowed costs, in the opinion of the County.

- Bidder **does not** have unresolved disallowed costs as explained above.
- Bidder **has** unresolved disallowed costs as explained above.

Bidder further acknowledges that if any false, misleading, incomplete, or deceptively unresponsive statements in connection with this bid are made, the bid may be rejected. The evaluation and determination in this area shall be at the Public Health Director's sole judgment and his/her judgment shall be final.

**BIDDER'S AUTHORIZED REPRESENTATIVE, as defined on Cover Page, SIGNATURE (Identify the person authorized to sign on behalf of the Bidder, able to make representations for the Bidder during contract negotiations, and able to legally bind the Bidder to any resultant MAWO.)**

Name:	Title:	
Email:	Fax #:	Phone #:
Mailing Address:	City, State, Zip Code:	
Signature (blue ink):	Date of Signature:	

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

**EXHIBIT IV.1 – BIDDER’S BUDGET**

For instructions refer to Attachment C – Budget Instructions *(Use additional sheets as needed)*

<b>BIDDER’S NAME:</b>			
<b>EXHIBIT IV.1 - BUDGET PERIOD 1 (Date of Execution – 6/30/2021)</b>			
<b>A. Budget Category I – Objective 1</b>			
<b>Itemized Expense</b>	<b>RATE</b>	<b>Qty. / Hrs.</b>	<b>Total Cost</b>
<b>Total Budget Category I:</b>			
<b>B. Budget Category II – Objective 2</b>			
<b>Itemized Expense</b>	<b>RATE</b>	<b>Qty. / Hrs.</b>	<b>Total Cost</b>
<b>Total Budget Category II:</b>			
<b>C. Budget Category III – Objective 3</b>			
<b>Itemized Expense</b>	<b>RATE</b>	<b>Qty. / Hrs.</b>	<b>Total Cost</b>
<b>Total Budget Category III:</b>			
<b>TOTAL COSTS: BUDGET PERIOD 1</b>			

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

**EXHIBIT IV.2 – BIDDER’S BUDGET**

For instructions refer to Attachment C – Budget Instructions *(Use additional sheets as needed)*

<b>BIDDER’S NAME:</b>			
<b>EXHIBIT IV.2: BUDGET PERIOD 2 (7/1/2021 – 6/30/2022)</b>			
<b>A. Budget Category I – Objective 1</b>			
<b>Itemized Expense</b>	<b>RATE</b>	<b>Qty. / Hrs.</b>	<b>Total Cost</b>
<b>Total Budget Category I:</b>			
<b>B. Budget Category II – Objective 2</b>			
<b>Itemized Expense</b>	<b>RATE</b>	<b>Qty. / Hrs.</b>	<b>Total Cost</b>
<b>Total Budget Category II:</b>			
<b>C. Budget Category III – Objective 3</b>			
<b>Itemized Expense</b>	<b>RATE</b>	<b>Qty. / Hrs.</b>	<b>Total Cost</b>
<b>Total Budget Category III:</b>			
<b>TOTAL COSTS: BUDGET PERIOD 2</b>			
<b>D. TOTAL COSTS: BUDGET PERIODS 1 and 2</b>			

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

**EXHIBIT V – REQUEST FOR PREFERENCE CONSIDERATION  
(Not Subject to the Federal Restriction)**

**INSTRUCTIONS:** Businesses requesting preference consideration must complete and return this form for proper consideration of the bid. Businesses may request consideration for one or more preference programs. Check all certifications that apply \*

Check here if Bidder is not requesting preference consideration and sign declaration below

**I MEET ALL OF THE REQUIREMENTS AND REQUEST THIS BID BE CONSIDERED FOR THE PREFERENCE PROGRAM(S) SELECTED BELOW. A COPY OF THE CERTIFICATION LETTER ISSUED BY THE DEPARTMENT OF CONSUMER AND BUSINESS AFFAIRS (DCBA) IS ATTACHED.**

Request for Local Small Business Enterprise (LSBE) Program Preference

- Certified by the State of California as a small business and has had its principal place of business located in Los Angeles County for at least one (1) year; **or**
- Certified as a LSBE with other certifying agencies under DCBA's inclusion policy that has its principal place of business located in Los Angeles County and has revenues and employee size that meet the State's Department of General Services requirements; **and**
- Certified as a LSBE by the DCBA.

Request for Social Enterprise (SE) Program Preference

- A business that has been in operation for at least one year providing transitional or permanent employment to a Transitional Workforce or providing social, environmental and/or human justice services; **and**
- Certified as a SE business by the DCBA.

Request for Disabled Veterans Business Enterprise (DVBE) Program Preference

- Certified by the State of California, **or**
- Certified by U.S. Department of Veterans Affairs as a DVBE; **or**
- Certified as a DVBE with other certifying agencies under to DCBA's inclusion policy that meets the criteria set forth by: the State of California as a DVBE or is verified as a service-disabled veteran-owned small business by the Veterans Administration; **and**
- Certified as a DVBE by the DCBA.

**\*BUSINESS UNDERSTANDS THAT ONLY ONE OF THE ABOVE PREFERENCES WILL APPLY. IN NO INSTANCE SHALL ANY OF THE ABOVE LISTED PREFERENCE PROGRAMS PRICE OR SCORING PREFERENCE BE COMBINED WITH ANY OTHER COUNTY PROGRAM TO EXCEED FIFTEEN PERCENT (15%) IN RESPONSE TO ANY COUNTY SOLICITATION.**

**DECLARATION: I DECLARE UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE ABOVE INFORMATION IS TRUE AND ACCURATE.**

DCBA certification is attached.

Name of Firm	County Webven No.		
Print Name:	Title:		
Signature:	Date:		
<b>REVIEWER'S SIGNATURE</b>	<b>APPROVED</b>	<b>DISAPPROVED</b>	<b>DATE</b>

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

**EXHIBIT VII - COMPLIANCE WITH FAIR CHANCE EMPLOYMENT PRACTICES CERTIFICATION**

Company Name:		
Company Address:		
City:	State:	Zip Code:
Telephone Number:	Email address:	
Solicitation/Contract for	Services	

**PROPOSER/BIDDER/CONTRACTOR CERTIFICATION**

The Los Angeles County Board of Supervisors approved a Fair Chance Employment Policy in an effort to remove job barriers for individuals with criminal records. The policy requires businesses that contract with the County to comply with fair chance employment hiring practices set forth in California Government Code Section 12952, Employment Discrimination: Conviction History (California Government Code Section 12952), effective January 1, 2018.

Proposer/Bidder/Contractor acknowledges and certifies compliance with fair chance employment hiring practices set forth in California Government Code Section 12952, as indicated in the Compliance with Fair Chance Employment Practices paragraph of the Master Agreement Work Order (MAWO) and agrees that proposer/bidder/contractor and staff performing work under the MAWO will be in compliance. Proposer/Bidder/Contractor further acknowledges that noncompliance with fair chance employment practices set forth in California Government Code Section 12952 may result in rejection of any proposal/bid, or termination of any resultant MAWO, at the sole judgment of the County.

**I declare under penalty of perjury under the laws of the State of California that the information herein is true and correct and that I am authorized to represent this company.**

Print Name:	Title:
Signature:	Date:

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

**EXHIBIT VIII – ACCEPTANCE OF TERMS AND CONDITIONS AFFIRMATION**

Bidder \_\_\_\_\_, hereby affirms that it  
(Bidder's Legal Entity Name)

understands and agrees that a submission of a bid response to the County of Los Angeles, Department of Public Health, Work Order Solicitation ("WOS") for the BALDWIN HILLS HEALTH ASSESSMENT AND ENVIRONMENTAL JUSTICE STUDY SERVICES constitute an acknowledgement and acceptance of, and a willingness to comply with, all terms and conditions of this WOS, any applicable addenda, and Master Agreement Work Order (MAWO).

<b>I, the Official named below, hereby swear that I am duly authorized legally to bind the Bidder to the above described affirmation.</b>	
Name:	Title:
Signature (blue ink):	Date of Signature:



**TRANSMITTAL FORM TO REQUEST A WORK ORDER  
SOLICITATION REQUIREMENTS REVIEW**

*A Solicitation Requirements Review must be received by the County  
within 10 business days of issuance of the solicitation document*

Bidder Name:	Date of Request:
Project Title:	

A **Solicitation Requirements Review** is being requested because the Bidder asserts that they are being unfairly disadvantaged for the following reason(s): *(check all that apply)*

- Application of **Minimum Requirements**
- Application of **Review Standards**
- Due to **unclear instructions**, the process may result in the County not receiving the best possible responses

I understand that this request must be received by the County within **10 business days** of issuance of the solicitation document.

For each area contested, Bidder must explain in detail the factual reasons for the requested review. *(Attach additional pages and supporting documentation as necessary.)*

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Request submitted by:

\_\_\_\_\_ (Name) \_\_\_\_\_ (Title)

**For County use only**

Date Transmittal Received by County: \_\_\_\_\_ Date Solicitation Released: \_\_\_\_\_

Reviewed by: \_\_\_\_\_

Results of Review - Comments:  
\_\_\_\_\_  
\_\_\_\_\_

Date Response sent to Bidder: \_\_\_\_\_

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