

Prospective Consultant Data Use Protocol

NAME: Daniel Flaming Affiliation: Economic Roundtable

GENERAL INFORMATION:

The Homeless Initiative (HI) and the Research and Evaluation Services unit (RES) within the Chief Executive Office (CEO) are exploring the potential benefits of integrating predictive analytics with Los Angeles County efforts to identify and engage homeless single adults and family members. As part of this process, RES is administering a competitive solicitation to select the most qualified analytics entities for the work that would be involved in assimilating these methods with the County's homeless data infrastructure. If the results of the competitive process produce convincing evidence that the analytic methodologies would add significant value to prioritization efforts, one or more winning competitors will be given an opportunity to collaborate with the HI and RES in building predictive approaches into data-driven tools the County uses to combat homelessness.

The competitive solicitation will necessitate making de-identified data available to those participating in the competitive selection process. The data are utilization records from seven County agencies and providers recording service episodes in the Homeless Management Information System. The records span the period from 2009 through 2014. Participants will be given six weeks to complete up to three exercises.

The purpose of this form is to specify how the data will be transferred to participants and to formalize participant agreement not to use the data at any time now or in the future for unauthorized purposes. Access to the data needed to complete the exercises is contingent on RES's receipt of this form, signed and dated by the competing entities designated Principal Investigator for this project (or an equivalent representative) for this project and the entity in question.

Key Functional Details

- Utilization data generated by six Los Angeles County agencies HMIS will be shared with all participants in the competitive solicitation process. The agencies are the departments of Health Services (DHS), Mental Health (DMH), Public Health/Substance Abuse Prevention and Control (DPH/SAPC), Public Social Services (DPSS), Children and Family Services (DCFS), the Sheriff and Probation. Additionally utilization records stored in HMIS and generated by homeless services providers in the Housing and Urban Development Greater Los Angeles Continuum of Care (GLA CoC) will also be made available to those participating in the competitive process.
- RES will provide directions to all participants on how to access the data from a Secure File Transfer Protocol (SFTP) server.
- The data files will be configured in a manner that prevents editing or modification.
- Participants are to download the files and send RES electronic confirmation that they have been received.
- RES will provide participants with directions on how to submit the required materials when they are complete and ready for consideration.

TERMS

The Chief Executive Office's Research and Evaluation Services will provide access to de-identified County and Homeless Management Information Systems data to qualified and interested parties as part of a process of selecting one or more predictive analytics consultants. Selected consultants will work in support of the

County's coordinated efforts to combat homelessness. The data will be made available via a Secure File Transfer Protocol (SFTP) server.

Entities participating in this process hereby agree that they will not use or share these data for any purposes other than the solicitation process for which the data have been made available without written and explicit authorization from the County of Los Angeles.

Any purposeful attempt to modify or tamper with the data posted on the server, other materials transferred via the server, or the server itself will result in automatic disqualification from the selection process.

Participating entities agree to report violations of this agreement to the Research and Evaluation Services unit upon becoming aware of any and all transgressions.

Participating entities acknowledge that violation of this agreement may subject them to civil and/or criminal action and that parties inside and/or outside Los Angeles County governance may seek all possible legal redress.

SIGNATURE:  DATE: June 16 / 2017

PRINTED NAME: Daniel Flaming

POSITION: President

AFFILIATION: Economic Roundtable

PROCESSING INSTRUCTIONS

Please do the following:

1. Sign, date and complete the signature section above.
2. Keep a copy of the agreement for your records
3. Submit the form electronically to Max Stevens: mstevens@ceo.lacounty.gov

Please note that you will not be given access to the data needed to complete the competitive exercises until your signed copy of this agreement has been received.