



MARJORIE KELLY
Interim Director

County of Los Angeles DEPARTMENT OF CHILDREN AND FAMILY SERVICES

425 Shatto Place, Los Angeles, California 90020
(213) 351-5602

January 2, 2003

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

REQUEST TO AWARD AGREEMENT WITH P&A FOOD SYSTEMS, INC., FOR PROVISION OF MEALS AND SNACKS SERVICE (FIRST SUPERVISORIAL DISTRICT) (3-VOTES)

IT IS RECOMMENDED THAT YOUR BOARD:

1. Approve and instruct Chair to sign an agreement with P&A Food Systems, Inc. (P&A) for the provision of meals and snacks to dependent children in the Shelter Care Unit at the Edmund D. Edelman Children's Court, effective January 14, 2003, or date of execution, whichever is later, through December 31, 2005, at a cost of \$153,000 for FY 2002-03, \$321,300 for FY 2003-04, \$353,430 for FY 2004-05, and \$185,130 for FY 2005-06. The total cost of the agreement is \$1,012,860. State and federal revenue will be used to finance 92.5% (\$936,896) of the contract cost, and net County cost will finance the remaining 7.5% (\$75,964). Funding for the agreement is included in the FY 2002-03 Adopted Budget.
2. Delegate authority to the Director of the Department of Children and Family Services (DCFS) to extend the term of the agreement an additional nineteen (19) months from January 1, 2006 through July 31, 2007, if the extension is approved by the California Department of Social Services (CDSS) and provided: (a) sufficient funding is available; (b) County Counsel and Chief Administrative Office (CAO) approval is obtained prior to executing the extension; and (c) the Director of DCFS notifies the Board and the CAO in writing within fifteen workdays of execution of the extension. The cost to extend the agreement through July 31, 2007 would be \$586,245. State and federal funding would finance 92.5% (\$542,277) of the cost of the extension, and net County cost would finance the remaining 7.5%.

Board of Supervisors
GLORIA MOLINA
First District
YVONNE BRATHWAITE BURKE
Second District
ZEV YAROSLAVSKY
Third District
DON KNABE
Fourth District
MICHAEL D. ANTONOVICH
Fifth District

3. Delegate authority to the Director of DCFS to execute agreement amendments to increase or decrease the maximum contract amount by no more than 10% of the original maximum contract amount if necessary to accommodate an increased service need provided: (a) sufficient funding is available; (b) County Counsel and CAO approval is obtained prior to executing the amendment; and (c) the Director of DCFS notifies the Board and the CAO in writing within ten workdays of execution of the amendment. State and federal funding would finance 92.5% (\$93,690) of the cost of the amendment, and net County cost would finance the remaining 7.5% (\$7,596).

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The purpose of the recommended action is to award an agreement to P&A to ensure the provision of meals and snacks to dependent children residing in the Shelter Care Unit while awaiting their court appearances at the Edelman Children's Court. The current month-to-month agreement for provision of these services originates from a previous CAO agreement, which was amended to allow DCFS to receive food services pending completion of a new agreement. It is that new agreement which we now bring before your Board. Without approval of the recommended actions, meals and snacks will not be provided to children in the Shelter Care Unit waiting for court appearances at Edelman Children's Court.

Implementation of Strategic Plan Goals

The recommended actions are consistent with the principles of the Countywide Strategic Plan, Goal #1: Service Excellence, Strategy #2: Design seamless (One County) service delivery systems; and Goal #5 Children and Families Well-Being, Strategy #1: Coordinate, collaborate, and integrate services for children and families across functional and jurisdictional boundaries. The recommended actions will provide a seamless and more effective service delivery system while also promoting coordination of services across functional and jurisdictional boundaries to improve health, safety and survival, and emotional and social well-being outcomes for children and families served by the Edelman Children's Court.

FISCAL IMPACT/FINANCING

The maximum amount payable for the period of January 14, 2003, or date of execution, whichever is later, through December 31, 2005 is \$1,012,860. State and federal revenue will finance 92.5% (\$936,896) of the agreement costs, net County cost will finance the remaining 7.5% (\$75,964). Funding for this agreement is included in the FY 2002-03 Adopted Budget.

The cost is \$5.25 per meal served. During the first year of the agreement, it is estimated that approximately 4,857 meals will be served each month, for an approximate cost of \$25,499 per month. The number of meals served is projected to increase by 10% over the previous year in the second and third years of the agreement. The cost of the agreement is \$153,000 for FY 2002-03, \$321,300 for FY 2003-04, \$353,430 for FY 2004-05, and \$185,130 for FY 2005-06. If the 19-month extension is approved by CDSS, the maximum amount payable for the extension period of January 1, 2006 through July 31, 2007 would be \$586,245.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

Hot meals and snacks are provided to dependent children in the Shelter Care Unit of the Edmund D. Edelman Children's Court as the children await their court appearances. Pursuant to the terms of County Contract Number 741111, P&A Food Systems, Inc., a private sector service provider, leases the cafeteria at the Edelman Children's Court. Under the terms of this agreement, P&A will also use the kitchen facilities at the Edelman Children's Court to provide a hot noon meal and mid-morning and mid-afternoon snacks to the dependent children in the Shelter Care Unit for the three-year term of this agreement.

CDSS contracting regulations limit the contract term to a maximum of three years. However, the Department can request a waiver of this regulation. The Department intends to request such waiver and, if the waiver is granted by CDSS, it will allow DCFS to extend the term of this agreement. This extension will add an additional 19 month period to the term of the agreement; thus, the term of this agreement would coincide with that of County Contract Number 741111 whereby P&A leases and operates the cafeteria at the Edelman Children's Court.

This agreement expressly provides that the County has no obligation to pay for expenditures beyond the maximum contract amount. Further, the contractor, P&A Food Systems, Inc., will not be asked to perform services that exceed the contract amount, scope of work, or contract dates.

Contractor is in compliance with all Board, CAO, and County Counsel requirements.

County Counsel and CAO have reviewed this Board letter. The agreement has been approved as to form by County Counsel.

CONTRACTING PROCESS

DCFS coordinated its selection process with the Chief Administrative Office (CAO) Real Estate Section in order that a single request for proposal (RFP) might identify

contractors for County cafeteria concessions as well as a provider of meals and snacks services. That coordination ensured that one contractor using the single kitchen facility at the Edelman Children's Court could both operate the cafeteria and provide meals and snacks to the children in the Shelter Care Unit.

Eleven proposals were received for the Edelman Children's Court and evaluated by a selection committee comprised of staff from the Court Administration, CAO and Perspectives, Inc., a food service consultant retained by the CAO.

P&A was recommended by the selection committee to operate the Edmund D. Edelman Children's Court cafeteria and to provide meals and snacks services. The recommendation was based in part on P&A's experience and the high level of service that it has historically provided to its customers both at the Department of Water and Power and the Kenneth Hahn Hall of Administration, among other clients.

The Department has evaluated and determined that the Proposition A provisions of County Code Chapter 2.121 do not apply to this agreement. In addition to providing regular meals and snacks, this agreement requires the contractor to provide meals that are tailored to meet the special nutritional requirements of dependent children with unique medical or dietary needs; furthermore, these special meals may be required with little or no advance notice. In order to meet this requirement, a licensed nutritionist must plan, and the contractor must prepare, these special meals on-site at the Edmund D. Edelman Children's Court. If children in Shelter Care were not provided with a nutritionally appropriate meal in a timely fashion, it could prove detrimental to the children's health. P&A has the requisite expertise to prepare special dietary meals with little or no forewarning; and by virtue of their concession agreement, they may do so on-site. DCFS has evaluated and determined that the contractor fully complies with the requirements of the Living Wage Program (County Code Chapter 2.201) and agrees to pay its full-time employees providing County services a living wage. The State Department of Industrial Relations, Division of Labor Standards Enforcement database did not reveal any negative information on the contractor.

Your Board adopted the five-year concession agreement proposed by the CAO for operation of the cafeteria at the Edelman's Children's Court on July 30, 2002. CDSS regulations, which apply to the Department's contracts typically limit contract terms to no more than three years. Consequently, the term of this agreement is limited to three years. Nevertheless, the Department will request a waiver of this three-year limitation from CDSS, and if approved, the Department will exercise its option to extend the term of the agreement for an additional nineteen months. At this time, the contract term is for the period of January 14, 2003, or the date of execution, whichever is later, through December 31, 2005. If the nineteen-month extension is approved, the contract term will be extended through July 31, 2007; thus, the expiration of this agreement will coincide

The Honorable Board of Supervisors
January 2, 2003
Page 5

with that of the concession agreement for the Edmund D. Edelman Children's Court cafeteria.

IMPACT ON CURRENT SERVICES

Approval of this action will ensure that meal and snack services continue to be provided to children in the Shelter Care Unit at the Edelman Children's Court, waiting for their hearings.

CONCLUSION

Upon approval and execution by your Board, it is requested that the Executive Officer/Clerk of the Board send a copy of the adopted Board letter and agreement to:

1. Department of Children and Family Services
425 Shatto Place, Room 205
Los Angeles, California 90020
Attention: Walter Chan, Interim Manager

2. County Counsel, Children's Services
201 Centre Plaza Drive
Monterey Park, California 91754-2143
Attention: Kathleen Felice, Senior Deputy County Counsel

Respectfully submitted,

SIGNED COPY ON FILE

MARJORIE KELLY
Interim Director

MK:ck

Attachment (1)

c: Chief Administrative Officer
County Counsel