



County of Los Angeles
CHIEF EXECUTIVE OFFICE

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WILLIAM T FUJIOKA
Chief Executive Officer

June 4, 2008

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

Dear Supervisors:

**DEPARTMENT OF PUBLIC SOCIAL SERVICES: RECOMMENDATION TO AWARD
A SOLE SOURCE CONTRACT TO SANDRA BURTON GREENSTEIN FOR
CONSULTING SERVICES FOR THE COMMITTEE ON REVIEW AND
EVALUATION OF CALWORKS
(ALL DISTRICTS AFFECTED) – (3 VOTES)**

SUBJECT

This Board letter recommends delegated authority be given to the Director of the Department of Public Social Services (DPSS) to award a sole source contract to Sandra Burton Greenstein for consulting services to the Commission for Public Social Services' (PSS) Committee on Review and Evaluation of CalWORKs (CORE).

IT IS RECOMMENDED THAT YOUR BOARD:

1. Delegate authority to the Director of DPSS to approve a sole source contract for consulting services with Sandra Burton Greenstein commencing on July 1, 2008, or the day after Board approval, whichever is later, and shall continue through June 30, 2009, with County option to extend the contract for two additional one-year terms. The cost is projected to be \$15,000 per Fiscal Year (FY), in accordance with the terms of the contract. Funding for this contract has been included in the Department's FY 2008-09 Proposed Budget.

Board of Supervisors
GLORIA MOLINA
First District

YVONNE B. BURKE
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

PURPOSE/JUSTIFICATION OR RECOMMENDED ACTION

Sandra Burton Greenstein's consultant services are needed to provide staff work for the Commission for PSS CORE. Staff work to CORE includes research; identifying collaboratives that will provide expertise and ongoing resources for review sustainability; researching alternatives to current programs; reviewing issues; participating in planning workgroups to develop services that focus on measurable outcomes, and finalizing projects for presentation to the PSS Commission and/or the Board of Supervisors.

The purpose of CORE is to review and evaluate the County CalWORKs Program in coordination with other designated individuals/organizations. As a result of the work, DPSS, the PSS Commission, the community, and the Board of Supervisors may seek modifications of policies and programs in ways designed to increase their effectiveness in moving adults from welfare to work and in relieving child poverty.

The PSS Commission has the designated responsibility to consult with and advise the Director of DPSS and the Board on all matters relating to the provision of Public Social Services, including but not limited to, financial assistance and social services.

As a former member of CORE, Ms. Burton Greenstein represented eight local areas funded through the federal Job Training Partnership Act, Workforce Investment Act, and U.S. Department of Labor Welfare-to-Work (WtW) programs from October 1998 through May 2000. She has the required experience and knowledge to work with the Committee Chairperson to provide research support to CORE.

Ms. Burton Greenstein has the professional skills necessary to be effective in supporting the Executive Director, and has established a good working relationship with the PSS Commission. She performs her consultant role in a neutral manner. She avoids expressing her own opinions on issues CORE raises and focuses upon communicating the information presented by all parties who attend CORE, in a fair manner.

Having an outside resource person such as Ms. Burton Greenstein, who has a track record with CORE and the Commission, is more cost-effective than bringing in a new individual to this process. New staff would require significant help in learning the process, which could divert DPSS staff from other priorities which may impact other critical responsibilities.

Implementation of Strategic Plan Goals

The recommended actions are consistent with the principles of the Countywide Strategic Plan Goal #1: Service Excellence, to provide the public with easy access to quality information and services that are both beneficial and responsive.

FISCAL IMPACT/FINANCING

Since there is a CalWORKs and a Food Stamp Maintenance of Effort (MOE) requirement which will be met by the County, there is no additional Net County Cost (NCC) for these programs.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The term of the contract will begin on July 1, 2008 through June 30, 2009, with delegated authority for the Director of DPSS to exercise the option to extend the contract for two additional one-year terms.

The Contractor provides consultant services on an as-needed basis to the PSS Commission. The Contractor assists CORE to recommend alternative approaches to enhance services as deemed appropriate by the Commission/County.

Use of Ms. Burton Greenstein's services avoids "soft" costs (e.g., data conversion, training, etc.), related to the delay in the ability of the Committee to perform its functions. Another individual may require extensive training which would also cause delays in conducting CORE's functions.

The contract has been approved as to form by County Counsel and the Board letter has been approved by the Chief Executive Office.

CONTRACTOR PERFORMANCE

The consultant, Sandra Burton Greenstein, is a prior member of CORE. As a prior member, she represented a particular municipality from which she has since retired. Therefore, her membership in that capacity ceased to exist. The unique expertise and her knowledge of CORE matters along with the vast experience and professional skills she possesses, make her uniquely qualified to meet CORE needs.

DPSS has been contracting with Ms. Burton Greenstein since FY 2000-01. She has the professional skills necessary to be effective in supporting the Executive Director, and has demonstrated a good working relationship with the PSS Commission.

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IMPACT ON CURRENT SERVICES

The award of this contract will not infringe on the role of the County in relationship to its residents, and the County's ability to respond to emergencies will not be impaired.

CONCLUSION

We are requesting delegated authority for the Director of DPSS to sign the contract with the option to extend the contract for two additional one-year terms. Upon Board approval, the Executive Officer, Board of Supervisors, is requested to return three adopted stamped Board letters to the Director of DPSS.

Respectfully submitted,



WILLIAM T FUJIOKA
Chief Executive Officer

WTF:SRH:MS
GP:JB:cvb

Attachment

c: County Counsel
Department of Public Social Services

CORE Board Letter.doc

SOLE SOURCE CHECKLIST

Check (√)	JUSTIFICATION FOR SOLE SOURCE CONTRACTS
	<i>Identify applicable justification and provide documentation for each checked item..</i>
X	▶ Only one bona fide source for the service exists; performance and price competition are not available.
	▶ Quick action is required (emergency situation).
	▶ Proposals have been solicited, but no satisfactory proposals were received.
	▶ Additional services are needed to complete an ongoing task and it would be prohibitively costly in time and money to seek a new service provider.
	▶ Maintenance service agreements exist on equipment which must be serviced by the authorized manufacturer's service representatives.
	▶ It is most cost-effective to obtain services by exercising an Option under an existing contract.
	▶ It is in the best interest of the County, e.g., administrative cost savings, excessive learning curve for a new service provider, etc.
	▶ Other reason. Please explain:
<div style="display: flex; justify-content: space-between;"> _____ Deputy Chief Executive Officer, CEO _____ Date </div>	

Each County department head is also required to report to the Chief Executive Officer (CEO) by June 30 of each year those sole source contracts under \$250,000 executed by/for their department for the fiscal year ending on June 30. The Chief Executive Officer will compile the list and submit it to the Board of Supervisors.

RESPONSIBLE DEPARTMENT

Chief Executive Office

Internal Services Department

**SOLE SOURCE JUSTIFICATION
CORE CONSULTANT
FOR: FY 2008-09**

1. What is being requested?

Staff services are being requested from an experienced, knowledgeable individual to work with the Committee Chairperson to provide research support to the Committee on Review and Evaluation of CalWORKs (CORE).

The purpose of CORE is to review and evaluate the County CalWORKs program in Coordination with other designated individuals/organizations. As a result of the work, the Department, the Public Social Services (PSS) Commission, the Community, and the Board may seek modifications of policies and programs in ways designed to increase their effectiveness in moving adults from welfare to work and in relieving child poverty. The PSS Commission has the designated responsibility to consult with and advise the Director of the Department of Public Social Services and the Board on all matters relating to the provision of Public Social Services, including but not restricted to, financial assistance and social services.

2. Why is the product/service needed - how will it be used?

The services are needed because the charge of CORE is to encourage and support the ongoing review and evaluation of the County CalWORKs Program and related services. As a result of the work, the Department, the PSS Commission, the Community, and the Board, may seek modifications of the CalWORKs Program to increase its effectiveness.

3. Is this "brand" of product/service the only one that meets the user's requirements? If yes, what is unique about the product/service?

The consultant, Sandra Burton Greenstein, is a prior member of CORE. As a prior member, she represented a particular municipality from which she has since retired. Therefore, her membership in that capacity ceased to exist. The unique expertise in her knowledge of CORE matters, along with the vast experience and professional skills she possesses make her uniquely qualified to meet CORE needs.

4. Have other products/vendors been considered? If yes, which product/vendors have been considered and how did they fail to meet the user's requirements?

Other vendors were not considered. With Ms. Burton Greenstein's unique experience, it was unnecessary to seek the services of another source as this time. As noted in #3, the selected individual is the only one that best meets CORE's requirements.

5. **Will purchase of this product/service avoid other costs, e.g., data conversion, etc., or will it incur additional costs, e.g., training, conversion, etc.?**

Use of Ms. Burton Greenstein's services avoids "soft" costs related to the delay in the ability of the Committee to perform its functions. Another individual may require extensive training, which would also cause delays in conducting CORE's functions.

6. **Is the product/service proprietary or is it available from various dealers/vendors? Have you verified this?**

This service may be available from other agencies/individuals, however, not with the same level of expertise.

7. **Reasonableness of Price. Does the County obtain a percentage discount or special discount not available to the private sector?**

No.

8. **What is the dollar value of existing equipment and the Purchase Order number for the existing equipment?**

The current sole source contract for consultant services for FY 2007-08 is not to exceed \$11,279. Authority for the contract falls under ISD's purchasing agent authority for a maximum amount of \$100,000 per project. DPSS has been contracting with Ms. Burton Greenstein since FY 2000-01. The cumulative amount of the contracts since then will reach the maximum of \$100,000 by the end of FY 2007-08.

Sole Source Justification Sheet FINAL.doc