LOS ANGELES COUNTY

# COUNTY OF LOS ANGELES
## Internal Services Department
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United We Stand

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August 1, 2002

To: Each Supervisor

From: Joan Ouderkirk
Director

Lloyd W. Pellman
County Counsel

Subject: **SAFE HAVEN TASK FORCE REPORT - RECOMMENDATION NO. 11**

On June 4, 2002, the Board adopted the Safe Haven Task Force's twelve recommendations regarding implementation of the Newborn Abandonment Law (SB 1368) contained in the Safe Haven Task Force's Report.

The Internal Services Department (ISD) and County Counsel, with support from the Chief Administrative Office, have joint responsibility for Recommendation No. 11. This recommendation directs ISD and County Counsel to "explore the feasibility of ensuring that all new and renewed County contracts stipulate that each staff person in that contract organization be provided with information about the Safe Haven Law, its implementation in Los Angeles County, and where and how to safely surrender a baby." The Board also instructed ISD and County Counsel to develop an implementation plan, including the timeframes and any costs associated with implementing the recommendations.

This report addresses:

- The proposed implementation plan for Recommendation No. 11, including a timeline and cost considerations (Attachment A).

- The proposed solicitation and contract language (Attachment B). This will include purchase order agreements as well as contracts for services.

However, full implementation of Recommendation No. 11 is contingent on development of a fact sheet by the Department of Children and Family Services, which is tentatively scheduled for completion by August 19, 2002.

If you have any additional questions regarding this report, call me or your designated staff may contact Daphne Bell, General Manager, Purchasing and Contract Services, at (323) 267-2109.

JO:LWP:dm
Attachments

c: Chief Administrative Officer
Executive Officer, Board of Supervisors

# SAFE HAVEN LAW – IMPLEMENTATION PLAN

## Background

This report addresses the implementation of the Board motion on June 4, 2002 regarding the Safe Haven Task Force's Recommendation No. 11 for the effective implementation of the Newborn Abandonment Law (SB 1368). Recommendation No. 11 states "Instruct the Director of Internal Services Department (ISD) and County Counsel, with the support of the Chief Administrative Office (CAO), to explore the feasibility of ensuring that all new and renewed County contracts stipulate that each staff person in that contract organization be provided with information about the Safe Haven Law, its implementation in Los Angeles County, and where and how to safely surrender a baby, and report back to the Board with an implementation plan, timeline, and cost considerations within 60 days."

## Implementation Plan

The objectives of Recommendation No. 11 are feasible and achievable, but are contingent on the development of a fact sheet being prepared by the Department of Children and Family Services (DCFS), which is tentatively scheduled for completion by August 19, 2002. County Counsel has approved the proposed solicitation and contract language (Attachment B). Recommendation No. 11 will be implemented using the following process:

1. For all future solicitations (i.e., Request for Quotations (RFQ), Invitation for Bids (IFB), Request for Proposals (RFP), and Request for Statement of Qualifications (RFSQ)), services contracts, commodity agreements, and purchase orders – incorporate both solicitation and contract language contained in Attachment B.

2. For existing solicitations that a response has not been received – develop and issue an addendum to the solicitation incorporating both the solicitation and contract language contained in Attachment B.

3. For existing RFPs and RFSQs where a response has been received – develop and issue an addendum to such documents incorporating both the solicitation and contract language contained in Attachment B. Also obtain written confirmation of acceptance of such new solicitation and contract requirements from all firms that submitted a response.

4. For existing services contracts and commodity agreements – incorporate contract language contained in Attachment B when developing an amendment for such contract/agreement or when the County exercises its option to extend the term of such contract/agreement.

Dissemination of Information to County Departments and Associated Timelines

The solicitation and contract language regarding the Safe Haven Law will be conveyed to departments in the following manner:

1. CAO will issue a memo to all department heads regarding the Safe Haven Law, including required solicitation and contract language by September 3, 2002.

2. ISD will send out an e-mail containing the solicitation and contract language to the Countywide Contracting Network group and the Material Managers by September 3, 2002.

3. ISD will discuss the Safe Haven Law solicitation and contract language requirements at the upcoming August 22, 2002 Countywide Contracting Network meeting.

4. ISD will revise solicitation and sample contract models contained in the training manual and County Counsel will revise training material and include this new requirement for the two-day contract training entitled "Orientation to Basic Principles of County Contracting" by September 3, 2002.

5. ISD will update the County's "Doing Business with the County" web site to include the required contract language by September 3, 2002.

The implementation of Recommendation No. 11 is solely dependent on development of a fact sheet being prepared by DCFS, which is tentatively scheduled for completion by August 19, 2002. We will implement Recommendation No. 11 within two weeks of the actual completion date of the fact sheet.

Cost Considerations

The costs associated with implementation of Recommendation No. 11 are attributable to photocopying and web page linkage. These costs are nominal and can be absorbed by departments within their existing budgets and resources.

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# PROPOSED SAFE HAVEN LAW – SOLICITATION LANGUAGE

**Safe Haven Law**

The Contractor shall notify and provide to its employees, and shall require each subcontractor to notify and provide to its employees, information regarding the Safe Haven Law, its implementation in Los Angeles County, and where and how to safely surrender a baby. Such information and notice is set forth in Appendix __ (title) of this solicitation document.

# PROPOSED SAFE HAVEN LAW – CONTRACT LANGUAGE

**NOTICE TO EMPLOYEES REGARDING THE SAFE HAVEN LAW**

The Contractor shall notify and provide to its employees, and shall require each subcontractor to notify and provide to its employees, information regarding the Safe Haven Law, its implementation in Los Angeles County, and where and how to safely surrender a baby. Such information and notice is set forth in Exhibit __ (title) of this Contract.