



BRANDON T. NICHOLS  
Acting Director

County of Los Angeles  
**DEPARTMENT OF CHILDREN AND FAMILY SERVICES**

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Board of Supervisors

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**ADOPTED**

BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

November 21, 2017

21 November 21, 2017

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

LORI GLASGOW  
EXECUTIVE OFFICER

Dear Supervisors:

**RECOMMENDATION TO APPROVE AMENDMENT NUMBER TWO FOR URINE SAMPLE  
COLLECTION FOR DRUG AND ALCOHOL TESTING SERVICES WITH PACIFIC TOXICOLOGY  
LABORATORIES, INC.  
(ALL SUPERVISORIAL DISTRICTS) (3 VOTES)**

**SUBJECT**

The Department of Children and Family Services (DCFS) seeks to execute Amendment Number Two to Contract Number 130013 with Pacific Toxicology Laboratories, Inc. for Urine Sample Collection for Drugs and Alcohol Testing Services to increase contract funds to meet an increase in testing volume.

**IT IS RECOMMENDED THAT THE BOARD:**

1. Delegate authority to the Director of DCFS, or his designee, to execute an amendment, substantially similar to Attachment I, to Contract Number 130013 with Pacific Toxicology Laboratories, Inc. to accommodate the increased usage in the DCFS Drug and Alcohol Testing Program by augmenting the Maximum Annual Contract Amount by \$122,000, from \$1,694,000 to \$1,816,000 for the current 2017 contract year and by \$552,000, from \$1,540,000 to \$2,092,000 for the 2018 contract year. This will be financed using 36 percent Federal funds, 33 percent State funds, and 31 percent Net County Costs. Sufficient funding is included in the Department's Fiscal Year (FY) 2017-18 Budget and will be included in the FY 2018-19 Budget Request.
2. Delegate authority to the Director of DCFS, or his designee, to execute amendments to increase or decrease the annual contract sum up to 10% of the total maximum contract sum, if necessary, to accommodate any unanticipated increase or decrease in units of service provided that: (a) sufficient funding is available; (b) prior County Counsel approval is obtained; and (c) the Director of DCFS notifies the Board and the CEO in writing, within 10 working days of execution.

### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

The recommended action will ensure uninterrupted service by Pacific Toxicology in providing sample collection and drug and alcohol testing for parents and primary caregivers of children supervised by DCFS.

DCFS is frequently ordered to provide drug and alcohol testing for families under its supervision by the Juvenile Court. This service provides DCFS and the Juvenile Court with a tool to assist in determining whether children are safe in the home of their parents or caregivers, as well as if the children can be safely returned to their parents or caregivers. Drug and alcohol testing services assists in reducing the number of children requiring placement in out-of-home care and assists in the timely reunification of families. This is consistent with DCFS goals to improve Child Safety, Permanency, and Access to Effective and Caring Services. Testing has increased due to the Dependency Court ordering more weekly testing along with weekly testing schedules being automated through the DCFS Electronic Referral System. If the recommended actions are not approved, drug and alcohol testing will not be readily available to meet the higher volume needed. The safety of the children under DCFS supervision in the homes of parents and caregivers with a history of drug and alcohol abuse, as well as the efforts to quickly return them to such homes, will be severely compromised.

The Urine Sample Collection for Drug and Alcohol Testing Services assists DCFS in achieving outcomes designed to ensure the safety of children in its care. As changes in units of service occur during the contract period, DCFS needs the flexibility to execute contract amendments that will increase or decrease the contract amount based on any increase or decrease in units of service. DCFS has already exercised its delegated authority to increase the Maximum Annual Contract Amount by 10 percent.

### **Implementation of Strategic Plan Goals**

The recommended actions are consistent with the principles of the Countywide Strategic Plan Goal No. I, Make Investments that Transform Lives: Implement evidence-based practices to increase our residents' self-sufficiency, prevent long-term reliance on the County's social safety net, and prevent involvement with the County's foster, juvenile justice, and adult justice systems.

### **FISCAL IMPACT/FINANCING**

The total cost of the amended contract will be \$1,816,000 for the 2017 contract year and \$2,092,000 for the final 2018 contract year. The Contract will be financed using 36 percent Federal funds, 33 percent State funds, and 31 percent Net County Cost. Sufficient funding is included in the Department's Fiscal Year (FY) 2017-18 Budget and will be included in the FY 2018-19 Budget Request.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

On November 17, 2015, the Board approved a contract with Pacific Toxicology Laboratories, Inc. to perform Urine Sample Collection for Drug and Alcohol Testing Services.

The contract is authorized under California Department of Social Services (CDSS), Manual of Policies and Procedures Section 23-601.

Pacific Toxicology complies with all Federal, State, County, and Board requirements, and no provision for automatic cost of living increases is included in this contract.

The contract includes language stipulating the County has no obligation to pay for expenditures beyond the contract amount.

Further, Pacific Toxicology will not be asked to perform services that exceed the contract amount, scope of work or contract effective dates.

### **CONTRACTING PROCESS**

Contract Number 130013 with Pacific Toxicology Laboratories, Inc. for urine sample collection and drugs and alcohol testing services was procured through an Invitation for Bids and approved by your Board on November 17, 2015.

### **IMPACT ON CURRENT SERVICES (OR PROJECTS)**

Approval of the proposed recommendation will allow the County continual use of urine sample collection and testing services to assess drug and alcohol use by parents and primary caregivers of children brought to the attention of DCFS. Also, the continual use of information technology which eliminates transmission of referrals and requests for testing via facsimile, the ability for DCFS clients to test at any of the contractor's collection sites, and the immediate access to test results by each assigned DCFS caseworker and their supervisor. Urine Sample Collection for Drug and Alcohol Testing Services provides for the safety of the children in their homes.

### **CONCLUSION**

Upon Board approval, the Executive Officer, Board of Supervisors, is requested to return one adopted stamped Board letter to the Department of Children and Family Services.

The Honorable Board of Supervisors

11/21/2017

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Respectfully submitted,

A handwritten signature in black ink, appearing to be 'Brandon T. Nichols', written in a cursive style.

BRANDON T. NICHOLS

Acting Director

BTN

Enclosures

c: Chief Executive Officer  
County Counsel  
Executive Officer, Board of Supervisors



**AMENDMENT NUMBER TWO**

**TO**

**URINE SAMPLE COLLECTION FOR DRUG AND ALCOHOL TESTING  
SERVICES**

**CONTRACT NUMBER 130013**

**WITH**

**PACIFIC TOXICOLOGY LABORATORIES, INC.**

**XXXX XX, 2017**

**AMENDMENT NUMBER TWO**  
**URINE SAMPLE COLLECTION FOR DRUG AND ALCOHOL TESTING SERVICES**  
**CONTRACT NUMBER 130013**

This Amendment Number Two ("Amendment") to Urine Sample Collection for Drug and Alcohol Testing Services Contract, ("Contract") is made and entered into by and between the County of Los Angeles, ("COUNTY"), and Pacific Toxicology Laboratories, Inc. ("CONTRACTOR"), this \_\_\_\_ day of \_\_\_\_\_, 2017.

**WHEREAS**, the purpose of this Amendment is to increase the Maximum Annual Contract Sum to accommodate an increase in units of service at the existing price; and

**WHEREAS**, this Amendment is prepared according to the provisions set forth in Part II, STANDARD TERMS AND CONDITIONS, Section 7.0, CHANGES AND AMENDMENTS, subsection 7.2 of Contract Number 130013; and

**NOW, THEREFORE**, COUNTY and CONTRACTOR agree to modify the Urine Sample Collection for Drug and Alcohol Testing Services Contract as follows:

1. Part I, Unique Terms and Conditions, Section 3.0, Contract Sum, Sub-section 3.1.2 is added as follows:
  - 3.1.2 The Maximum Contract Sum for this contract is increased by One Hundred Twenty Two Thousand Dollars (\$122,000), from One Million Six Hundred Ninety Four Thousand Dollars (\$1,694,000) to One Million Eight Hundred Sixteen Thousand Dollars (\$1,816,000) for contract term January 1, 2017 through December 31, 2017. The Maximum Contract Sum for this contract is also increased by Five Hundred Fifty Two Thousand Dollars (\$552,000), from One Million Five Hundred Forty Thousand Dollars (\$1,540,000) to Two Million Ninety Two Thousand Dollars (\$2,092,000) for contract term January 1, 2018 through December 31, 2018.

**ALL OTHER TERMS AND CONDITIONS OF THIS CONTRACT SHALL REMAIN IN FULL FORCE AND EFFECT.**

**AMENDMENT NUMBER TWO**  
**URINE SAMPLE COLLECTION FOR DRUG AND ALCOHOL TESTING SERVICES**  
**CONTRACT NUMBER 130013**

IN WITNESS WHEREOF, the Board of Supervisors of the COUNTY of Los Angeles has caused this Amendment Number Two to be subscribed on its behalf by the Acting Director of the Department of Children and Family Services and the CONTRACTOR has subscribed the same through its authorized officers, as of the day, month, and year first above written. The persons signing on behalf of the CONTRACTOR warrant under penalty of perjury that they are authorized to bind the CONTRACTOR.

COUNTY OF LOS ANGELES

CONTRACTOR

Pacific Toxicology Laboratories, Inc.  
Name of Agency

By: \_\_\_\_\_  
Brandon T. Nichols, Acting Director  
Department of Children and  
Family Services

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title \_\_\_\_\_

95-3926170  
Tax Identification Number

APPROVED AS TO FORM:  
BY THE OFFICE OF COUNTY COUNSEL  
MARY C. WICKHAM

By: \_\_\_\_\_  
David Beaudet, Senior Deputy County Counsel



# Department of Children and Family Services

## Fact Sheet: Drug and Alcohol Testing Program



### BACKGROUND

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The DCFS Drug and Alcohol Testing Program is a critical tool for ensuring the safety of children under the County's supervision. The Juvenile Court routinely orders drug and alcohol testing to parents and primary caregivers in its dependency cases when there is evidence of drug or alcohol use. The Program is utilized both to assess the safety of children in the home of their parent or primary caregiver, and to facilitate the reunification of DCFS families after children have been removed.

### CURRENT STATUS

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The current contract for Urine Sample Collection for Drug and Alcohol Testing Services which began in January 2016, was implemented with Pacific Toxicology Laboratories, Inc. (Pacific Toxicology) for one calendar year with two one year options to renew. The current contract term representing the first of the two one year options will expire on December 31, 2017. Pacific Toxicology has provided the drug and alcohol testing services in Los Angeles County since 2003 through the County's solicitation process.

Beginning January 2017, the number of tests performed has significantly increased as follows:

- ❖ January 2017- 9,419 drug and alcohol tests;
- ❖ February 2017- 9,927 drug and alcohol tests;
- ❖ March 2017- 10,628 drug and alcohol tests;
- ❖ April 2017- 10,551 drug and alcohol tests;
- ❖ May 2017- 10,358 drug and alcohol tests;
- ❖ June 2017- 10, 991 drug and alcohol tests;
- ❖ July 2017- 10,169 drug and alcohol tests;
- ❖ August 2017- 11,032 drug and alcohol tests.

Further, the number of tests represent a noted increase from the tests performed during 2016 for similar months as follows:

- ❖ January 2016 - 8,023 drug and alcohol tests;
- ❖ February 2016 - 7,933 drug and alcohol tests;
- ❖ March 2016 - 8,898 drug and alcohol tests;
- ❖ April 2016 - 8,709 drug and alcohol tests;
- ❖ May 2016 - 8,543 drug and alcohol tests;
- ❖ June 2016 - 8,922 drug and alcohol tests;
- ❖ July 2017, 8,884 drug and alcohol tests;
- ❖ August 2016, 9,056 drug and alcohol tests.



## Department of Children and Family Services

### Fact Sheet: Drug and Alcohol Testing Program

The increase in usage during 2017 is aligned with the Juvenile Court ordering a greater number of DCFS clients to test weekly. Simultaneously, through an enhancement to the County's internal procedures of enrolling clients in the Program's electronic referral system on a weekly basis, and resulting in the process now being more convenient, additional clients are testing through the Program.

An increase to the current contract by 10% (\$154,000) using the Director's delegated authority for the remainder of this calendar year has been implemented. Specifically, the \$154,000 successfully contributed additional funding towards meeting the increased need for this extremely valuable service. This said, additional funding beyond the 10% is required to sufficiently fund this service to the end of this contract term without any interruption. DCFS has determined the need for an additional increase of \$122,000 for this calendar year, resulting in the total contract amount for this term being \$1,816,000. Further, based on the significant increase in the usage during this contract term and with a determination that the usage will not decrease and may possibly increase, DCFS is requesting an increase to the next contract term, beginning January 1, 2018 through December 31, 2018, of \$552,000, with the contract total of \$2,092,000 for the last one year option to renew the contract. The increased funding will sufficiently maintain this service to fully align in meeting the needs of DCFS' line operations staff, while being fully responsive to the Juvenile Court's mandates for drug and alcohol testing.

#### **FISCAL ANALYSIS/IMPACT**

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The increase in funding will be financed using 36% Federal funds, 33% using State funds and 31% Net County Costs. The increase in funding is in the Department's Fiscal Year (FY) 2017-2018 Budget and will be included in the Department's FY 2018-2019 Budget Request.

#### **WHAT DO THESE CONTRACTS PAY FOR?**

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The DCFS Drug and Alcohol Testing Program pays for drug and alcohol tests for DCFS parents and primary caregivers through urine sample collections. Parents and primary caregivers of children receiving DCFS services utilize these services when they are suspected of illicit drug and/or alcohol addiction. These services assist the DCFS caseworkers and their supervisors in assessing parent's sobriety and the safety of the family home. These services are used by CSWs when investigating child abuse/neglect allegations as well as when facilitating the reunification of children who have been placed in out-of-home care after an assessment has been made that the parents and primary caregivers have a substance use disorder.

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Department of Children and Family Services  
Fact Sheet: Drug and Alcohol Testing Program

**RECOMMENDATIONS FOR CONSIDERATION**

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Approve the increase in funding for this contract term, from January 1, 2017 through December 31, 2017, by \$122,000 from \$1,694,000 to \$1,816,000.

Approve the increase in funding for the last one year option of the contract, from January 1, 2018 through December 31, 2018, by \$552,000 from \$1,540,000 to \$2,092,000.

Authorize the Acting Director of DCFS to execute amendments to contracts.

**IMPLEMENTATION PLANS/TIMELINE**

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Upon Board approval, DCFS will expeditiously amend the contract to increase funding in order to ensure sufficient funding exists for the continuation of this service without interruption.