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COUNTY OF LOS ANGELES WORKFORCE DEVELOPMENT, AGING AND COMMUNITY SERVICES

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"Connecting communities and improving the lives of all generations"

December 12, 2017

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:

ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

22 December 12, 2017

LORI GLASGOW
EXECUTIVE OFFICER

AUTHORIZE WORKFORCE DEVELOPMENT, AGING AND COMMUNITY SERVICES TO EXECUTE FYs 2017-2021 SUBAWARD FOR FAMILY CAREGIVER SUPPORT PROGRAM (FCSP) AND EXTEND THE FY 2017-18 SUBAWARDS FOR TEN (10) EXISTING SUBRECIPIENTS FOR FCSP SERVICES AND FCSP GRANDPARENT/RELATIVE SERVICES (ALL SUPERVISORIAL DISTRICTS) (3-VOTES)

SUBJECT

County of Los Angeles Workforce Development, Aging and Community Services (WDACS) seeks delegated authority to enter into a subaward for the term effective January 1, 2018 – June 30, 2021 with a competitively procured service provider (subrecipient), Santa Clarita Valley Committee on Aging Corporation, that will provide Family Caregiver Support Program (FCSP) Services in the Antelope Valley Region (which also includes the Santa Clarita Valley Region and San Fernando Valley Region). WDACS also seeks delegated authority to extend current subawards with ten (10) existing subrecipients to provide FCSP Services and FCSP Grandparent/Relative (FCSP GR) Services on a month-to-month basis not to exceed six (6) months to allow WDACS to complete the contracting process, address any potential protests, and complete negotiations with successful Proposers for the following Los Angeles County Regions: Gateway Cities Region (which also includes the Central Los Angeles Region), San Gabriel Valley Region and South Bay Region (which also includes the Westside Cities Region). WDACS further seeks delegated authority to execute amendments with each of these subrecipients, as needed, during the subaward term.

IT IS RECOMMENDED THAT THE BOARD:

1. Authorize the WDACS Director, or designee, to enter into a subaward for the term of January 1, 2018 – June 30, 2021 with Santa Clarita Valley Committee on Aging Corporation in the amount of \$91,000 for the initial six (6) months of the term (January 1, 2018 – June 30, 2018) and each

subsequent year is estimated to be \$182,000 as detailed in Attachment I. Allocations to the subrecipient are subject to the availability of funding and are contingent upon subrecipient's performance in meeting the goals of the Program Services as well as subrecipient's adherence to the subaward terms and conditions. WDACS will obtain County Counsel approval as to the form of the subaward prior to executing it and WDACS shall provide written confirmation to the Chief Executive Officer (CEO) within thirty (30) working days of completing this action.

2. Authorize the WDACS Director, or designee, to extend the current subawards with ten (10) existing subrecipients, including Alzheimer's Greater Los Angeles, Chinatown Service Center, Grandparents as Parents, Inc., Human Services Association, Jewish Family Service of Los Angeles, Southeast Area Social Services Funding Authority, Special Service for Groups, Inc., Santa Anita Family Service, SCAN Health Plan and University of Southern California as detailed in Attachment I on a month-to-month basis not to exceed six (6) months commencing January 1, 2018 through June 30, 2018 for a combined estimated amount of \$666,000 and a combined total amount of \$1,321,000 for Fiscal Year 2017-18, which may include negotiated unit rate increases, while WDACS completes the contracting process, addresses any potential protests, and completes negotiations with resulting successful Proposers for the Gateway Cities Region, San Gabriel Valley Region and South Bay Region identified above. Allocations to these existing subrecipients shall be subject to the availability of funding and are contingent upon subrecipients' performance in meeting the goals of the Program Services as well as subrecipients' adherence to the subaward terms and conditions. WDACS will obtain County Counsel approval as to the form of the amendments prior to execution and WDACS shall provide written confirmation to the CEO within thirty (30) working days of completing this action.

3. Authorize the WDACS Director, or designee, to execute amendments with these subrecipients, which serve the best interests of the County, during the subaward term as follows: 1) add new, relevant or updated Federal, State and/or County subaward terms and conditions; and, 2) increase or decrease the subaward amount (including but not limited to baseline funds, one-time-only funds, supplemental monies, etc.) that may exceed ten percent (10%) of the maximum subaward sum in response to the availability of funding and/or based on subrecipient's performance provided that: (a) the total allocation does not exceed available funding; (b) WDACS obtains County Counsel approval as to the form of the amendment prior to any such amendment; and, (c) WDACS provides written confirmation to the CEO within thirty (30) working days of completing this action.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

FCSP Services consist of two (2) primary program components: FCSP Services and FCSP GR Services. These Services are collectively intended to provide access to support services for unpaid caregivers who are caring for frail, elderly relatives and for grandparents providing care for grandchildren, great grandchildren or other younger family members, in order to minimize the negative emotional, physical and financial consequences of unpaid family caregiving. WDACS administers FCSP Services and FCSP GR Services through subawards with subrecipients throughout Los Angeles County (excluding the City of Los Angeles, which is served by another public agency), which WDACS has divided into Los Angeles County Regions as follows: Antelope Valley Region (which also includes the Santa Clarita Valley Region and San Fernando Valley Region); Gateway Cities Region (which also includes the Central Los Angeles Region); San Gabriel Valley Region; and, South Bay Region (which also includes the Westside Cities Region).

As detailed in the Contracting Process section below, WDACS released a competitive procurement to award five (5) subawards: one (1) FCSP subaward for each of the four (4) Los Angeles County

Regions noted above; and, one (1) FCSP GR subaward for countywide Services. WDACS recommends the award of one (1) FCSP subaward for Services in the Antelope Valley Region since negotiations with the successful Proposer for this subaward have been completed. The remaining three (3) FCSP subawards for the Gateway Cities Region, San Gabriel Valley Region and South Bay Region, in addition to the FCSP GR subaward, will be awarded to the successful Proposers upon completion of the contracting process, resolution of any potential protests, and completion of negotiations. WDACS may also negotiate unit rates as needed in order to continue providing Program Services during the extension period. As such, in order to avoid a lapse in the provision of FCSP Services and FCSP GR Services, which would occur on January 1, 2018 without subawards in place, WDACS seeks your Board's approval to extend the current subawards with the ten (10) existing subrecipients on a month-to-month basis not to exceed six (6) months.

The recommended actions will ensure that WDACS continues to implement FCSP Services and FCSP GR Services throughout Los Angeles County and are consistent with your Board's policy requiring review of each subrecipient's performance.

Implementation of Strategic Plan Goals

The recommended actions support the following Countywide Strategic Plan Strategies: Strategy I.2.7 (Plan for Age-Friendly Communities for Older Adults); and, Strategy III.3.2 (Manage and Maximize County Assets).

FISCAL IMPACT/FINANCING

FCSP Services and FCSP GR Services are financed with Federal Older Americans Act (OAA) grant awards originating from the Federal Grantor agency, United States Department of Health and Human Services (HHS). The OAA authorizes HHS to grant these awards to the California Department of Aging (CDA), the State pass-through agency. CDA provides this award, which includes monies allocated in accordance with OAA Title III E, to WDACS to operate FCSP Services and FCSP GR Services.

Funding for the Santa Clarita Valley Committee on Aging Corporation subaward is estimated to be \$91,000 for the initial six-month term and future annual allocations for the term of July 1, 2018 through June 30, 2021 are estimated to be \$182,000. The requested Board authority will allow WDACS to allocate funds for this subaward annually for an estimated total amount of \$637,000 for the maximum three (3) year and six (6) month subaward term. All Program funds are included in the WDACS Fiscal Year 2017-18 Budget; future funding will also be included in the department's proposed budgets.

Combined funding for the ten (10) subaward extensions is estimated to be \$666,000 for the six-month term and \$1,321,000 for Fiscal Year 2017-18. These Program funds are included in the WDACS Fiscal Year 2017-18 Budget.

Federal funding for FCSP and FCSP GR have been assigned a Catalog of Federal Domestic Assistance (CFDA) program number as follows:

- OAA Title III E Funds: 93.052 (National Family Caregiver Support Program – Title III, Part E); Federal grantor is HHS

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The current subawards for FCSP Services and FCSP GR Services will expire on December 31, 2017. As noted in Recommendation One (1), the subaward term for the Program Services commences on January 1, 2018 through June 30, 2021 and the initial term is reflected as January 1, 2018 through June 30, 2018. This initial six (6) month term will ensure that the subaward aligns with the Fiscal Year cycle. Additionally, the subaward term may be revised to reflect a one-year term with annual options to renew in response to future directions by CDA.

As noted in Recommendation Two (2), funding for the subaward extensions will include amounts which were previously allocated to these subrecipients for the term of July 1, 2017 through December 31, 2017. These allocations were approved by your Board on June 13, 2017.

These subawards will contain both standard County as well as unique departmental terms and conditions necessary for the implementation and continued operation of FCSP Services and FCSP GR Services.

CONTRACTING PROCESS

In April 2017, WDACS released a competitive solicitation (in accordance with Federal, State and County procurement standards) under bid number AAA-FCSP-1721 RFP. WDACS was seeking qualified Proposers that could provide FCSP Services and FCSP GR Services. This procurement was released to award five (5) subawards as follows: one (1) FCSP subaward for each of the four (4) Los Angeles County Regions (as noted in the Purpose/Justification of Recommended Action(s) section above), and one (1) FCSP GR subaward for countywide Services. Multiple proposals were submitted for FCSP Services and only one (1) proposal was submitted for FCSP GR Services.

The RFP was released on April 10, 2017 and notification of this release occurred as follows:

- Newspaper Publication: WDACS advertised the RFP in the following newspapers of general circulation in Los Angeles County and bordering counties: Los Angeles Times; Hoy (Outreach); Daily News; San Gabriel Valley Tribune; Long Beach Press Telegram; Antelope Valley Press; Los Angeles Sentinel; Daily Breeze; Daily Report; Fontana Herald; Orange County Register; and, Tri-County Sentry.
- Posting on Internal Services Department (ISD)/Office of Small Business (OSB) Website: In accordance with County requirements, WDACS posted notification of the RFP on the ISD website (which also meets the requirement to post on the OSB website) using multiple commodity/service codes associated with FCSP Services and FCSP GR Services. Based on WebVen registered vendors associated with those commodity/service codes, this notification was sent to approximately 1,356 potential Proposers.
- WDACS Solicitation List: WDACS maintains a database of approximately 500 vendors that wish to be contacted for contracting opportunities with WDACS. These vendors were contacted about the release of this RFP.

This RFP included a major Program redesign as well as a new regional approach to providing Services. As such, Proposers were afforded sufficient time to submit proposals, which were due on Friday, September 29, 2017, in order to allow them to form collaborations for Service delivery in response to this regional approach. A mandatory Proposers' conference was held to address

questions received from Proposers.

Evaluations were conducted by teams comprised of individuals from WDACS, as well as another County department, who are subject matter experts in various areas including program operations, contract development, planning operations, finance/accounting and monitoring/compliance. Evaluators used an evaluation tool to independently score each proposal and the final results were calculated using the County's Informed Averaging requirements. After careful evaluation, WDACS selected Proposers that received the highest scores and met the qualifications and experience noted in the solicitation.

The subaward for Santa Clarita Valley Committee on Aging Corporation includes provisions that will allow WDACS to revise the terms and conditions in response to directions received from the State funding authority, CDA. As such, in the event that direction is received from CDA pertaining to the subaward term, WDACS will revise it to reflect a one-year term with annual options to renew through the period ending on June 30, 2021.

To allow WDACS sufficient time to complete the contracting process, address potential protests and complete negotiations, WDACS recommends extending the current subawards with the ten (10) existing subrecipients on a month-to-month basis not to exceed six (6) months. This will prevent a lapse in FCSP Services for the three (3) remaining regions and for FCSP GR Services countywide. WDACS will use the amendment process that is authorized in the subaward terms and conditions to facilitate these term extensions. However, for purposes of meeting the requirements of the funding authority, CDA, and in accordance with the Program regulations, WDACS will classify these amendments as "emergency awards" to CDA.

WDACS has evaluated and determined that the Living Wage Program (County Code 2.201) does not apply to the recommended subawards.

MONITORING REQUIREMENT

Administrative, programmatic and fiscal monitoring of the subrecipients will be conducted on an annual basis to ensure subaward compliance. Administrative and programmatic monitoring are completed by WDACS' Contract Compliance Division. Fiscal monitoring is conducted by an approved vendor procured through the Los Angeles County Auditor-Controller's Master Agreement for As-Needed Contract Audits/Studies.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

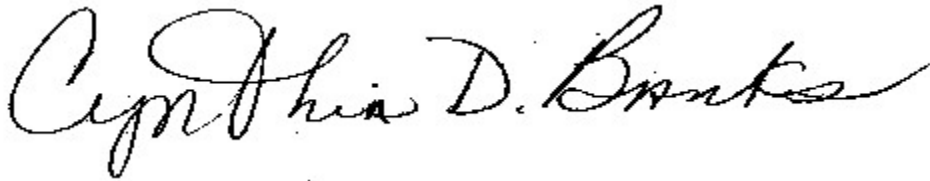
Approval of the recommended actions will allow for the continued provision of FCSP Services and FCSP GR Services to clients throughout Los Angeles County (excluding the City of Los Angeles). These Services provide vital support to unpaid caregivers that helps minimize the negative emotional, physical and financial consequences of unpaid family caregiving. As such, it is in the County's best interest to execute these subawards and the subaward extensions.

CONCLUSION

Upon your approval of the recommended actions, the WDACS Director, or designee, will execute the subawards as well as the subaward extensions and any future amendments as noted herein.

Should you have any questions, please contact me directly, or your staff may contact Mr. Kevin Anderson at (213) 738-2593 or kanderson@wdacs.lacounty.gov.

Respectfully submitted,

A handwritten signature in black ink, reading "Cynthia D. Banks". The signature is written in a cursive, flowing style.

CYNTHIA D. BANKS

Director

CDB:OS:PG:CD:T

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Enclosures

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

ATTACHMENT I

2017-18 FCSP and FCSP (GR) Subaward Extension Funding Allocation Period: January 1, 2018 - June 30, 2018			
Subrecipient's Name	Supervisorial District(s)	Monthly Funding	6-Month Funding
Alzheimer's Greater Los Angeles	1,2,3,4	6,527	39,162
Chinatown Service Center	1,4	13,585	81,510
Human Services Association	1,2,4	9,939	59,634
Jewish Family Service of Los Angeles	3	3,750	22,500
Santa Anita Family Service	1,4	27,067	162,402
SCAN Health Plan	2,4	2,416	14,496
Southeast Area Social Services Funding Authority	1,4	5,094	30,564
Special Service for Groups, Inc.	1,2,4	12,178	73,068
University of Southern California	1,2,3,4	18,928	113,568
Grandparents as Parents, Inc.	1,2,3,4,5	11,440	68,640
TOTAL		110,924	665,544
2017-21 FCSP Contract Award Funding Allocation Period: January 1, 2018 - June 30, 2021			
Subrecipient's Name	Los Angeles County Region	6-Month Funding	Annual Funding
Santa Clarita Valley Committee on Aging Corporation	Antelope Valley Region (including Santa Clarita Valley Region and San Fernando Valley Region)	90,982	181,964