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COUNTY OF LOS ANGELES WORKFORCE DEVELOPMENT, AGING AND COMMUNITY SERVICES

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Otto Solórzano
Acting Director

"Connecting communities and improving the lives of all generations"

June 18, 2019

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:

**AUTHORIZE WORKFORCE DEVELOPMENT, AGING AND COMMUNITY SERVICES
TO AWARD AND EXECUTE FY 2019-20 SUBAWARDS AND EXTEND ONE
SUBAWARD FOR SUPPORTIVE SERVICES PROGRAM SERVICES
(ALL SUPERVISORIAL DISTRICTS)
(3-VOTES)**

ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

31 June 18, 2019

CELIA ZAVALA
EXECUTIVE OFFICER

SUBJECT

The County of Los Angeles' Workforce Development, Aging and Community Services (WDACS) seeks approval and delegated authority to award and execute Subawards with ten (10) competitively procured Subrecipients for the Supportive Services Program (SSP); extend the Subaward term and provide additional funding for an existing Subrecipient, Avalon Medical Development Corporation, for SSP Services in the city of Avalon (Catalina Island); and, execute amendments with these Subrecipients, as needed, during the Subaward term.

IT IS RECOMMENDED THAT YOUR BOARD

1. Approve and authorize WDACS' Acting Director, or designee, to award and execute SSP Subawards for the term effective July 1, 2019 through June 30, 2020, and subsequently execute up to three (3) annual renewal options for maximum Subaward terms of four (4) years, with ten (10) competitively procured Subrecipients (Chinatown Service Center, Heritage Clinic and the Community Assistance Program for Seniors, Human Services Association, Jewish Family Service of Los Angeles, ONEgeneration, Santa Clarita Valley Committee on Aging Corporation, Southeast Area Social Services Funding Authority, Special Service for Groups, Inc., Watts Labor Community Action

Committee, and WISE & Healthy Aging) for an anticipated combined annual amount of \$2,814,569 (see Attachment I). Allocations to the Subrecipients are subject to the availability of funding and are contingent upon each Subrecipient's performance in meeting the goals of SSP, as well as each Subrecipient's adherence to its Subaward terms. WDACS will obtain County Counsel approval as to the form of the Subawards prior to their execution and shall provide written confirmation to the Chief Executive Officer (CEO) within thirty (30) working days of completing this action.

2. Approve and authorize WDACS' Acting Director, or designee, to amend the current SSP Subaward with an existing Subrecipient (Avalon Medical Development Corporation) to extend the Subaward term for six (6) months commencing on July 1, 2019 through December 31, 2019 and provide additional funding for an anticipated amount of \$29,033 in exchange for defined SSP Services for the city of Avalon. Allocation to Subrecipient is subject to the availability of funding and are contingent upon Subrecipient's performance in meeting the goals of SSP, as well as Subrecipient's adherence to its Subaward terms. WDACS will obtain County Counsel approval as to the form of the Amendment prior to its execution and shall provide written confirmation to the Chief Executive Officer (CEO) within thirty (30) working days of completing this action.
3. Approve and authorize WDACS' Acting Director, or designee, to execute amendments with these Subrecipients, which serve the best interests of the County of Los Angeles (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 amounts (including but not limited to baseline funds, one-time-only funds, and/or supplemental monies), which 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.
4. Approve and authorize WDACS' Acting Director, or designee, to increase or decrease each Subrecipient's unit rates for SSP Subawards at the sole discretion of WDACS subject to the availability of funding and/or Subrecipient's performance.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION(S)

WDACS has been designated by the California Department of Aging (CDA or State) to operate as an Area Agency on Aging for all geographic areas of the County, except for the City of Los Angeles, which is served by another government entity. WDACS receives funding from CDA to administer various social service programs, including SSP, which WDACS contracts to service providers. SSP Services include Case Management, Homemaker, Personal Care, Respite Care, Alzheimer's Day Care Services, and Registry,

which are collectively designed to assist Clients in avoiding premature or inappropriate institutionalization as well as assist Clients in long-term care institutions who are able to return to their communities.

On June 4, 2019, WDACS received your Board's approval to award and execute SSP Subawards with six (6) cities to provide Services to their residents. WDACS also notified your Board that we released a competitive procurement for SSP Services to cover the remaining areas within the County. As further detailed in the Contracting Process section below, WDACS has completed this procurement and we are seeking your Board's approval to award the remaining Subawards to ten (10) qualified and responsible organizations as noted on Attachment I. Additionally, during the procurement process WDACS did not receive any proposals for the city of Avalon service area. As such, WDACS seeks your Board's approval to extend the existing Subaward with Avalon Medical Development Corporation, the current Subrecipient serving this area, for six (6) months while we re-solicit for SSP Services in this area.

Implementation of Strategic Plan Goals

The recommended actions support the following Countywide Strategic Plan Strategies: Strategy I.1 (Increase Our Focus on Prevention Initiatives) by promoting self-sufficiency and independence among older adults; Strategy I.2 (Enhance Our Delivery of Comprehensive Interventions) by ensuring the delivery of a broad-range of community-based services for older adults; and Strategy II.2 (Support the Wellness of Our Communities) by increasing services and promoting the well-being of older adults.

FISCAL IMPACT/FINANCING

SSP is financed with Federal Older Americans Act (OAA) monies, OAA Title III Part B (Supportive Services and Senior Centers) funds. The OAA monies originate from the Federal Grantor agency, United States Department of Health and Human Services (HHS). The OAA authorizes HHS to grant the Federal monies to CDA, the State pass-through entity, and CDA provides this funding to WDACS to operate the Program.

The anticipated combined annual funding for the ten (10) recommended SSP Subawards is \$2,814,569. The requested Board authority will allow WDACS to allocate funds for the SSP Subawards annually for an anticipated combined four-year total of \$11,258,276 for the Subaward term of July 1, 2019 through June 30, 2023 (which includes three (3) annual options to renew). The anticipated six-month funding for Avalon Medical Development Corporation is \$29,033. These SSP funds are included in the final WDACS Fiscal Year 2019-20 budget; and, SSP funding for future FYs will also be included in WDACS' final budget(s).

This Federal funding has been assigned the following Catalog of Federal Domestic Assistance (CFDA) program number: OAA Title III B is 93.044 (Special Programs for the

Aging – Title III, Part B (Grants for Supportive Services and Senior Centers)). The Federal Grantor for this funding sources is HHS.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

Through the procurement process, these ten (10) Subrecipients have demonstrated compliance with all Board and County requirements. The Subawards will include standard County terms and conditions in addition to Federal and State terms and conditions that are required for WDACS to administer/operate these Programs. County Counsel has confirmed that these Subawards are not subject to the requirements for Proposition A in which living wage laws would be applicable. WDACS will obtain County Counsel approval as to the form of the Subawards prior to their execution and/or amendment.

Avalon Medical Development Corporation is a current Subrecipient and there are no fiscal or performance issues noted under its existing Subaward.

As provided in Recommendation 4, WDACS may increase or decrease the unit rates during the term of the SSP Subawards at the sole discretion of WDACS subject to the following: availability of funding; Subrecipient's performance; the request for an increase is submitted by Subrecipient; such increase is based on actual costs incurred; and, other relevant measures to be determined by WDACS to be in the County's best interests. These Subawards are cost reimbursement, which requires that total payments are based on actual costs for Services. Unit rates have been established as the method used by Subrecipients to bill for Services. The terms and conditions will include a provision for WDACS to negotiate rate decreases in the event that WDACS determines that Subrecipient's rates exceed the actual costs to provide Services.

CONTRACTING PROCESS

On March 15, 2019, WDACS released a competitive Request for Proposals (RFP) solicitation (in accordance with Federal, State, and County procurement standards) under bid number AAA-SSP-1920 RFP. WDACS was seeking qualified Proposers to provide SSP Services Countywide, excluding the City of Los Angeles, which is served by another public agency. 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: Antelope Valley Press; Daily Breeze; Daily News; Daily Report; Fontana Herald News; La Opinion; Long Beach Press Telegram; Los Angeles Times; Orange County Register; San Gabriel Valley Tribune; Tri-County Sentry; and, Watts Times.
- 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 SSP Services. Based on WebVen registered vendors associated with those commodity/service codes, this notification was sent to approximately 1,845 potential Proposers.

- GovDelivery Notifications: WDACS utilizes GovDelivery, a web-based email subscription management system, which includes approximately 2,300 vendors that have signed up to receive news and information pertaining to contracting opportunities with WDACS. These vendors were notified regarding the release of this RFP.

A mandatory Proposers' conference was held to address questions received from potential Proposers, and no protests were received in response to the solicitation requirements. In accordance with County requirements, the proposals which met the minimum qualifications were evaluated and scored. WDACS selected the successful proposals for each Supervisorial District based on the RFP requirements.

After selection of the successful Proposers, a Proposer who was not selected to receive an award requested a debriefing on its proposal for Supervisorial District 5. This Proposer has not indicated whether or not it will contest the department's recommendation of awards to the successful Proposers. However, if Proposer elects to pursue a protest, WDACS will follow County's protest policies and procedures to ensure that Proposer receives its due process. If the review results in a change to Proposer's score and Proposer merits an award then WDACS will seek your Board's approval to award and execute a Subaward with this organization. Such award will not cause any of the recommended Proposers to be eliminated from receiving an award; however, the funding allocations and required units of Services for the recommended Proposers may be adjusted. Rather than delay the recommendations for awards, WDACS has determined that it is in the best interests of County's vulnerable older adult population to make these awards, which will ensure that there are no breaks in Services for these individuals.

In accordance with Board Policy 5.130 (Contracting With Community Business Enterprise Firms) requiring disclosure of information pertaining to Community Business Enterprise (CBE) firms, WDACS has reflected this information in Attachment II. On final analysis and consideration of these awards, the successful Proposers were selected without regard to race, creed, or color.

WDACS will release an RFP for SSP Services for the city of Avalon service area, which will result in a new Subaward commencing on January 1, 2020.

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

Approval of the recommended actions will allow for the continued, comprehensive, and uninterrupted provision of SSP Services, which provide vital support and resources to the residents of Los Angeles County (excluding the City of Los Angeles).

CONCLUSION

Upon your approval of the recommended actions, the WDACS Acting Director, or designee, will proceed to execute the Subawards and amendments as noted herein. Should you have any questions, please contact me directly, or your staff may contact Mr. Kevin Anderson, Special Assistant, at kanderson@wdacs.lacounty.gov.

Respectfully submitted,



Otto Solórzano
Acting Director

OS:PG:CD:TO

Enclosures

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

Attachment I

Recommended Service Provider	Supervisorial District(s)	Recommended Funding
Chinatown Service Center	1,5	\$ 302,568
Heritage Clinic and the Community Assistance Program for Seniors	5	\$ 94,950
Human Services Association	1,4,5	\$ 930,427
Jewish Family Service of Los Angeles	3	\$ 48,520
ONEgeneration	3	\$ 53,704
Santa Clarita Valley Committee on Aging Corporation	5	\$ 413,969
Southeast Area Social Services Funding Authority	4	\$ 100,504
Special Service for Groups, Inc.	1,2,4	\$ 597,214
Watts Labor Community Action Committee	2	\$ 89,654
WISE & Healthy Aging	2,3	\$ 183,059
Subtotal		\$ 2,814,569
Avalon Medical Development Corporation*	4	\$ 29,033
Total		\$ 2,843,602

* Allocation is only for the period of July 1, 2019 through December 31, 2019.

Attachment II

County of Los Angeles Workforce Development, Aging and Community Services
Supportive Services Program (SSP) Services
Community Business Enterprise Program Information

FIRM INFORMATION*		Chinatown Service Center	Heritage Clinic and the Community Assistance Program for Seniors	Human Services Association	Jewish Family Service of Los Angeles	One Generation	Santa Clarita Valley Committee on Aging Corp.	Southeast Area Social Services Funding Authority	Special Service for Groups, Inc.	Watts Labor Community Action Committee	WISE and Healthy Aging
BUSINESS STRUCTURE		CORPORATION	CORPORATION	CORPORATION	CORPORATION	CORPORATION	CORPORATION	JOINT POWERS AGENCY	CORPORATION	CORPORATION	CORPORATION
CULTURAL/ETHNIC COMPOSITION		NUMBER / % OF OWNERSHIP									
I. OWNERS/PARTNERS/ ASSOCIATE PARTNERS	Black/African American	0	0	0	0	0	0	0	0	0	0
	Hispanic/Latino	0	0	0	1 / 17%	0	0	0	0	0	0
	Asian or Pacific Islander	0	0	0	0	0	0	0	0	0	0
	American Indian	0	0	0	0	0	0	0	0	0	0
	Filipino	0	0	0	0	0	0	0	0	0	0
	White	0	5 / 100%	0	5 / 83%	0	0	0	0	0	0
	<i>Female (included above)</i>	0	3 / 60%	0	3 / 50%	0	0	0	0	0	0
CULTURAL/ETHNIC COMPOSITION		NUMBER									
II. MANAGER	Black/African American	0	0	2	2	4	0	0	35	11	4
	Hispanic/Latino	2	0	23	5	1	1	4	28	0	2
	Asian or Pacific Islander	8	0	0	1	1	0	1	41	0	1
	American Indian	0	0	0	0	0	0	0	0	0	0
	Filipino	0	0	0	0	0	0	0	0	0	0
	White	1	2	30	11	8	2	31	1	8	
	<i>Female (included above)</i>	8	1	22	37	15	7	4	99	6	14
III. STAFF	Black/African American	0	2	3	20	9	14	1	230	173	15
	Hispanic/Latino	16	2	227	65	57	18	52	303	102	8
	Asian or Pacific Islander	132	1	2	5	11	0	0	186	5	8
	American Indian	0	0	0	0	1	0	0	1	0	0
	Filipino	0	0	0	0	2	3	0	0	0	1
	White	0	0	4	127	54	39	2	101	4	28
	<i>Female (included above)</i>	114	5	211	170	114	40	43	571	166	53
Total # of Employees (including Item I above)		159	12	263	261	151	83	62	956	296	75
COUNTY CERTIFICATION											
IV. PREFERENCE	LSBE	N	N	N	N	N	N	N	N	N	N
	SE	N	N	Y	N	N	N	N	Y	N	N
	DVBE	N	N	N	N	N	N	N	N	N	N

* Information provided by Proposers in response to the RFP (AAA-SSP-1920 RFP). On final analysis and consideration of award, successful Proposers were selected without regard to race, creed, or color.