County of Los Angeles
DEPARTMENT OF PUBLIC SOCIAL SERVICES
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BRYCE YOKOMIZO
Director

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October 5, 2004

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:

RECOMMENDATION TO APPROVE AN AMENDMENT TO LOS ANGELES COUNTY CONTRACT #DPSS-02001 BY AND BETWEEN THE COUNTY OF LOS ANGELES AND LOS ANGELES COUNTY OFFICE OF EDUCATION (LACOE) FOR THE PROVISION OF JOB READINESS AND CAREER PLANNING SERVICES (ALL DISTRICTS - 3 VOTES)

IT IS RECOMMENDED THAT YOUR BOARD:

Delegate authority to the Director, Department of Public Social Services (DPSS), to prepare and execute an Amendment, substantially similar to the attached sample amendment, Attachment A, to contract number DPSS-02001 with the Los Angeles County Office of Education (LACOE) to increase the Annual Maximum Contract Amount from $9.6 million to $9.65 million per year effective the day of execution through June 30, 2007, for the provision of having LACOE maintain a clothing closet for the Welfare to Work (WtW) participants in Job Club supplied by Clothes the Deal (CTD). The Amendment is fully funded with CalWORKs Single Allocation and there is no additional net County cost (NCC) after the required CalWORKs Maintenance of Effort (MOE) is met. Funding for this amendment is included in the FY 2004-05 Adopted Budget.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

LACOE has voluntarily provided professional attire to WtW Job Club participants for job interviews and for employment as part of job club services. CTD, a non-profit organization, has worked in collaboration with LACOE to provide this service by donating professional attire for men and women. When it is determined that a WtW participant needs business attire to participate in a job club activity, the participant is allowed to select a free outfit for the job interview and two free outfits to start employment from a clothes boutique.

Since 1996, CTD has provided professional attire free of charge. However, CTD is recently facing financial difficulties in maintaining their level of services due to lack of funding coupled with the increased volume of participants in demand for this service. LACOE is unable to absorb CTD's costs as they expect to spend the contract maximum amount to cover increased rent and employee benefit costs during FY 2004-05.

The contract requires LACOE to place at least 20 percent of participants starting Job Club into employment and the clothing boutique has enhanced their job club services. WtW participants are able to meet the dress code requirement for job interviews and to obtain employment. A contractual provision, making LACOE responsible to provide and maintain a clothes boutique as part of the job club services, would enable LACOE to contract with CTD to continue providing free professional attire to our WtW participants.

Implementation of Strategic Plan Goals

The recommended action is consistent with the principles of the Countywide Strategic Plan Goal #5: Children and Families' Well-Being to improve the well-being of children and families in Los Angeles County as measured by the achievements in the five outcome areas adopted by the Board: good health; economic well-being; safety and survival; social and emotional well-being; and educational/workforce readiness.

FISCAL IMPACT/FINANCING

The Amendment will increase the Annual Maximum Contract Amount from $9.6 million to $9.65 million per year effective the day of execution through June 30, 2007, fully funded with CalWORKs Single Allocation. For fiscal year 2004-05, the $50,000 will be prorated based on the effective date of the Amendment.

There is no additional NCC after the CalWORKs MOE is met. Funding for this Amendment is included in the FY 2004-05 Adopted Budget. Funding for future years will be included in the Department's annual budget requests.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The Amendment has been approved as to form by County Counsel.

IMPACT ON CURRENT SERVICES

The extension of the current contract will not infringe on the role of the County in relationship to its residents and the County's ability to respond to an emergency will not be impaired. There is no change in risk exposure to the County.

CONCLUSION

The Executive Officer, Board of Supervisors, is requested to return one adopted stamped Board Letter to DPSS.

Respectfully submitted,

Bryce Yokomizo/KR

Bryce Yokomizo
Director

BY:dok

Enclosure

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

Attachment A

AMENDMENT NUMBER THREE
TO THE JOB READINESS AND CAREER PLANNING CONTRACT
BY AND BETWEEN LOS ANGELES COUNTY DEPARTMENT OF PUBLIC SOCIAL SERVICES AND LOS ANGELES COUNTY OFFICE OF EDUCATION

Reference is being made to the document entitled "*Job Readiness and Career Planning Contract by and between Los Angeles County Department of Public Social Services and Los Angeles County Office of Education*" *(LACOE)*, dated June 19, 2002, and further identified as County Contract #DPSS-02001 (hereinafter referred to as *"Contract"*).

This amendment is effective the day of execution by the Department of Public Social Services Director.

WHEREAS, pursuant to Section V, Terms and Conditions, Paragraph 1.5, Changes and Amendments of Terms, the following changes are made to the Contract.

A. **Section IV, CONTRACT PAYMENT** is amended to add the following:

Paragraph **1.1, Maximum Contract Amount**, is amended as follows:

The maximum compensation amount is $9.65 million for the Contract term and for each of the two (2) remaining one year renewal options on the Contract. For fiscal year 2004-05, the $50,000 will be prorated based on the effective date of the Amendment.

Paragraph **1.2, Basic Compensation**, Subparagraph **1.2.2**, is amended as follows:

The CONTRACTOR will be compensated at the flat monthly fee of $804,166.66 per month for operating all aspects of the Orientation and Job Club requirements. The COUNTY will reconcile the $804,166.66 monthly compensations to the CONTRACTOR's quarterly reconciliation invoice representing actual costs as provided under Part IV, Section 1.5. For the month in which the Amendment is executed, the monthly compensation will be prorated based on the effective date of the Amendment.

B. **ATTACHMENT A, STATEMENT OF WORK**

Section **4.2, CONTRACTOR Furnished Items,** Subsection **4.2.2.** is amended by adding the following new paragraph:

4.2.2.8 CONTRACTOR shall provide and maintain a clothing closet of professional attire for men and women as part of job club services for the GAIN participants

which enables them to have clothes to meet the dress code requirement for job interviews and to start employment.

ATTACHMENT B, **CONTRACT BUDGET**, is deleted in its entirety and is replaced with an amended Contract Budget (see Attachment B-1). As of the effective date of the Amendment, wherever it appears in the Contract, the term "Attachment B" shall be replaced by the term "Attachment B-1."

All other terms and conditions in the Contract remain in effect.

The parties hereto have caused this Amendment to be executed by their authorized officers.

Amendment Number Three is made and entered into this _____, day of _____ 2004.

COUNTY OF LOS ANGELES

By: _____
Bryce Yokomizo, Director
Department of Public Social Services

LOS ANGELES COUNTY
OFFICE OF EDUCATION

By: _____
Patricia L. Meyer, Director
Business Operations

APPROVED AS TO FORM:

RAYMOND G. FORTNER, JR.,
Chief Deputy County Counsel

By: _____
Deputy County Counsel

ATTACHMENT B-1

AMENDED

CONTRACT BUDGET

LINE ITEM BUDGET

PROJECT NAME: GAIN ORIENTATION SERVICES PROGRAM

CONTRACTOR: L.A. County Office of Education
CONTRACT PERIOD: 7/01/04 - 6/30/05
FISCAL YEAR: 2004 - 2005

CONTACT PERSON: Dan Miller
TELEPHONE NUMBER: (562) 922-8610

ADMINISTRATIVE COSTS:

		Cost
Salaries and Benefits for Administrative Staff:		
Salaries (from Personnel Schedule)	(a)	$ 83,894
Fringe Benefits (from Personnel Schedule)	(b)	22,903
Personnel Subtotal (line a+b)	(c)	$ 106,797

ADMINISTRATIVE OPERATING COSTS	Monthly Cost	Yearly Cost
Office Supplies	$ 50.00	$ 600
Non-Capitalized Equipment	166.67	2,000
Mileage	50.00	600
Ren/Lease Equipment	6.67	80
Maintenance - Equipment	41.67	500
Copier	41.67	500
Telephone	416.67	5,000
Travel/Conferences	83.33	1,000
Maintenance of Land & Building	83.33	1,000
Utilities/Housekeeping	146.92	1,763
Security Services	208.33	2,500
Rent/Lease - Land & Building	600.00	7,200
Personnel/Human Services Administration	500.00	6,000
Recruitment & Selection	62.50	750
Personnel Commission	1,078.92	12,947
Office of Employee Relations	116.67	1,400
FSSGC (Accounting)	1,166.67	14,000
TechNet: LAN	500.00	6,000
TechNet: Training	208.33	2,500
Operating Costs - Subtotal	$ 5,528.34 (d)	$ 66,340

	Percentage		Yearly Cost
INDIRECT COSTS (List approved %)			
Indirect Cost - Subtotal	6.25%	(e)	$ 10,821

Total Administrative Cost (The sum of line c,d,e) (f) $ 183,958

DIRECT SERVICES COSTS:

		Cost
Salaries and Benefits for Staff Providing Direct Services:		
Salaries (from Personnel Schedule)	(g)	$ 805,024
Fringe Benefits (from Personnel Schedule)	(h)	328,220
Personnel Subtotal (line g+h)	(i)	$ 1,133,244

DIRECT SERVICES OPERATING COSTS	Monthly Cost	Yearly Cost
Instructional Materials	$ 145.83	$ 1,750
Office Supplies	308.33	3,700
Mileage	283.33	3,400
Bulk Metered Postage	41.67	500
Rent/Lease Equipment	8.33	100
Reprographics	66.67	800
Copier	33.33	400
Operating Costs - Subtotal	$ 887.49 (j)	$ 10,650
Sub-Contracted costs (from Direct Service Provider Budget)		
Subcontractor 1		
Subcontractor 2		
Subcontractor 3		
Sub-Contract Costs - Subtotal	(k)	-

	Percentage		Yearly Cost
INDIRECT COSTS (List approved %)			
Indirect Cost - Subtotal	6.25%	(l)	$ 71,494

Total Direct Services Costs (line i,j,k,l) (m) $ 1,215,388

Total Contract Cost (line f+m) (n) $ 1,399,346

Note:
(1) Provide a narrative for each line item to justify that the cost is both reasonable and necessary to the project.
(2) All costs must be reasonable and prorated by the percentage of uses in serving specified target population.

LINE ITEM BUDGET

PROJECT NAME: GAIN JOB SERVICES PROGRAM

CONTRACTOR: L.A. County Office of Education
CONTRACT PERIOD: 7/01/04 - 6/30/05
FISCAL YEAR: 2004 - 2005

CONTACT PERSON: Dan Miller
TELEPHONE NUMBER: (562) 922-8610

ADMINISTRATIVE COSTS:

		Cost
Salaries and Benefits for Administrative Staff:		
Salaries (from Personnel Schedule)	(a)	$ 487,437
Fringe Benefits (from Personnel Schedule)	(b)	166,145
Personnel Subtotal (line a+b)	(c)	$ 653,582

ADMINISTRATIVE OPERATING COSTS	Monthly Cost	Yearly Cost
Office Supplies	$ 833.33	$ 10,000
Non-Capitalized Equipment	833.33	10,000
Mileage	250.00	3,000
Travel/Conferences	166.67	2,000
Rent/Lease Equipment	33.33	400
Maintenance - Equipment	83.33	1,000
Workshops	83.33	1,000
Copier	500.00	6,000
Micro Software	83.33	1,000
Micro Parts	66.67	800
Telephone	2,500.00	30,000
Insurance-Other	375.00	4,500
Contract Services - Other	1,464.58	17,575
Contract Services - Temporary Agency	416.67	5,000
Contract Services - Food	250.00	3,000
Maintenance of Land & Building	1,000.00	12,000
Operations Supplies	289.58	3,475
Utilities/Housekeeping	2,484.67	29,816
Operations Services	1,143.58	13,723
Security Services	416.67	5,000
Staff Services	2,500.00	30,000
Rent/Lease - Land & Building	13,333.33	160,000
Personnel/Human Services Administration	2,607.00	31,284
Recruitment & Selection	269.08	3,229
Personnel Commission	2,901.92	34,823
Office of Employee Relations	447.42	5,369
FSSGC (Accounting)	4,687.00	56,244
TechNet: LAN	3,966.83	47,602
TechNet: Training	2,490.08	29,881
Operating Costs - Subtotal	$ 46,476.73 (d)	$ 557,721

	Percentage		Yearly Cost
INDIRECT COSTS (List approved %)			
Indirect Cost - Subtotal	6.25%	(e)	$ 75,707
Total Administrative Cost (The sum of line c,d,e)		(f)	$ 1,287,010

DIRECT SERVICES COSTS:

		Cost
Salaries and Benefits for Staff Providing Direct Services:		
Salaries (from Personnel Schedule)	(g)	$ 3,771,458
Fringe Benefits (from Personnel Schedule)	(h)	1,558,707
Personnel Subtotal (line g+h)	(i)	$ 5,330,165

DIRECT SERVICES OPERATING COSTS	Monthly Cost	Yearly Cost
Other Books	$ 65.00	$ 780
Instructional Materials	8,666.67	104,000
Office Supplies	7,083.33	85,000
Non-Capitalized Equipment	5,000.00	60,000
Mileage	1,633.33	19,600
Telephone	6,250.00	75,000
Bulk Metered Postage	458.33	5,500
Travel/Conferences	500.00	6,000
Outside Conference Facilities	166.67	2,000
Rent/Lease Equipment	58.33	700
Maintenance - Equipment	250.00	3,000
Maintenance of Land & Building	2,255.00	27,060
Reprographics	1,250.00	15,000
Workshops	333.33	4,000
Outside Printing	333.33	4,000
Copier	3,333.33	40,000
Micro Software	500.00	6,000
Micro Parts	350.00	4,200
Operations Supplies	833.33	10,000
Utilities/Housekeeping	5,916.67	71,000
Operations Services	3,416.67	41,000
Security Servcies	8,333.33	100,000
Rent/Lease - Land & Building	40,833.33	490,000
Operating Costs - Subtotal	$ 97,819.98 (j)	$ 1,173,840
Sub-Contracted costs (from Direct Service Provider Budget)		
Subcontractor 1 - Clothes The Deal	4,166.67	50,000
Subcontractor 2		
Subcontractor 3		
Sub-Contract Costs - Subtotal	(k)	$ 50,000

	Percentage		Yearly Cost
INDIRECT COSTS (List approved %)			
Indirect Cost - Subtotal	6.25%	(l)	$ 409,626
Total Direct Services Costs (line i,j,k,l)		(m)	$ 6,963,631
Total Contract Cost (line f+m)		(n)	$ 8,250,641

Note:

(1) Provide a narrative for each line item to justify that the cost is both reasonable and necessary to the project.

(2) All costs must be reasonable and prorated by the percentage of uses in serving specified target population.