



PHILIP L. BROWNING
Director

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

425 Shatto Place, Los Angeles, California 90020
(213) 351-5602

Board of Supervisors

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June 17, 2014

ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

21 June 17, 2014

Sachi A. Hamai
SACHI A. HAMAI
EXECUTIVE OFFICER

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:

**REQUEST DELEGATED AUTHORITY TO AMEND CONTRACTS FOR
EDUCATION CONSULTANT SERVICES WITH 14 CONTRACTORS
(ALL SUPERVISORIAL DISTRICTS) (3 VOTES)**

SUBJECT

The Department of Children and Family Services (DCFS) seeks to execute amendments to 14 Education Consultant Services (ECS) contracts to extend them for one year. The current contracts will expire on June 30, 2014.

IT IS RECOMMENDED THAT THE BOARD:

Delegate authority to the Director of DCFS, or his designee, to execute amendments, substantially similar to Attachment I, with the 14 contractors listed in Attachment 2. The amendment will extend the contracts for one year effective July 1, 2014, through June 30, 2015. The cost to extend these Contracts shall not exceed \$1,008,000, to be financed using 36 percent (\$362,880) Federal revenue, 33 percent (\$332,640) State revenue, and 31 percent (\$312,480) net County cost (NCC). Sufficient funding has been included in the Department's Fiscal Year (FY) 2014-15 Budget Request. The Director will notify the Board and the Chief Executive Office (CEO) in writing within ten business days after the execution

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

DCFS requests the Board's approval to extend 14 ECS contracts for one year effective July 1, 2014 through June 30, 2015. The additional time will allow DCFS to complete the solicitation process for new services to meet the Department's need. DCFS received written approval on December 16, 2013, from the California Department of Social Services (CDSS), to extend the ECS contracts for

one additional year to complete the solicitation process by June 30, 2015.

Implementation of Strategic Plan Goals

The recommended actions are consistent with the principles of the County of Los Angeles Strategic Plan Goal #3 – Integrated Services Delivery: Maximize opportunities to measurably improve client and community outcomes and leverage resources through the continuous integration of health, community, and public safety services.

FISCAL IMPACT/FINANCING

The cost to extend the 14 Contracts for a one-year period shall not exceed \$1,008,000, to be financed using 36 percent (\$362,880) Federal revenue, 33 percent (\$332,640) State revenue, and 31 percent (\$312,480) net County cost (NCC). There is sufficient funding in the Department's FY 2014-15 Budget Request.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

Approval of the amendments to extend the ECS contracts will allow the contractors to continue to assist Children's Social Workers (CSWs) in navigating the educational system and ensure that foster youth receive and have access to educational resources, programs, services, and benefits. The Contractors provide educational system advocacy on behalf of foster children and assist with administrative processes to allow foster children to improve academically.

The original term of the ECS contracts adopted by the Board on June 9, 2010 was from July 1, 2010 through June 30, 2011, with two optional one-year extension periods. DCFS has exercised the two options to renew.

The CEO and County Counsel have reviewed the amendment and Board letter. The attached amendment has been approved as to form by County Counsel.

The County has no obligation to pay for any services exceeding the maximum contract sum. The Contractors will not be asked to perform services that exceed the contract amount.

CONTRACTING PROCESS

On August 19, 2009, DCFS released the Request for Statement of Qualifications (RFSQ) for the current Education Consultant Services contract and notified 149 interested parties by mail or by e-mail. The RFSQ solicitation process was designed for subsequent open submission periods, which allows DCFS to maintain a list of qualified prospective Education Consultant Services Contractors, as needed, to satisfy increasing or changing needs at DCFS offices, or to replace Contracts not extended or terminated due to non-compliance or other issues.

DCFS is in the process of developing the new Prop A Request for Proposal (RFP). It is anticipated that the RFP will be released soon.

The December 16, 2013 contract extension approval granted from CDSS, effective July 1, 2014 through June 30, 2015, was requested in accordance with the California Department of Social

Services Management and Office Procedures Purchase of Service 23-622.2 contracting regulations.

No additional contracting process was required for the Form Amendment.

The Department has evaluated these services and determined that the Living Wage Program (County Code chapter 2.201) does not apply to the Contracts.

The Department has determined that a Cost-of-Living Adjustment (COLA) provision was not required for the Form Amendments.

CONTRACTOR PERFORMANCE

The Contractors have sufficiently met performance standards to recommend contract extensions. Contractors are responsive in providing educational consultations to CSWs

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Approval and execution of the Form Amendments will allow DCFS to continue providing on-site education consultation to CSWs, and administrative and academic advocacy at schools on behalf of foster youth in all Supervisorial Districts.

CONCLUSION

Upon approval by the Board of Supervisors, it is requested that the Executive Office/Clerk of the Board send an adopted copy of the Board Letter to:

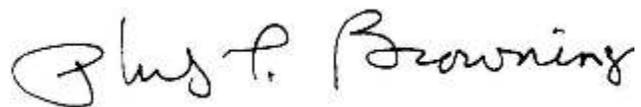
Department of Children and Family Services
Contracts Administration Division
Attention: Kimberly A. Foster, Section Manager
425 Shatto Place, Room 400
Los Angeles, CA 90020

The Honorable Board of Supervisors

6/17/2014

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Respectfully submitted,

A handwritten signature in black ink that reads "Philip L. Browning". The signature is written in a cursive, flowing style.

PHILIP L. BROWNING

Director

PLB:CMM:EM

LTI:KAF:FC:ct

Enclosures

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



AMENDMENT NUMBER XXX

TO

EDUCATION CONSULTANT SERVICES

CONTRACT NUMBER XXXXX

WITH

XXXXX

**AMENDMENT NUMBER XXX
EDUCATION CONSULTANT SERVICES
CONTRACT NUMBER XXXXX**

This Amendment Number XXX ("Amendment") to Education Consultant Services Contract, ("Contract") with _____, Contract Number XXXXX, adopted by the Board of Supervisors on XXXX XX, 201X, is made and entered into by and between the County of Los Angeles ("COUNTY"), and _____, ("CONTRACTOR"), on this _____ day of _____, 2014.

WHEREAS, COUNTY and CONTRACTOR are parties to the Contract and CONTRACTOR has been providing Education Consultant Services (ECS) to the COUNTY; and

WHEREAS, the Department of Children and Family Services exercised delegated authority to extend the contract term for one year from July 1, 2013 through June 30, 2014; and

WHEREAS, on December 16, 2013, the California Department of Social Services (CDSS) approved the COUNTY's request to further extend the term of the existing Contracts for an additional one-year period, from July 1, 2014 through June 30, 2015; and

WHEREAS, the Contract Sum is amended to include the one-year extension period contract amount; and

WHEREAS, this Amendment is prepared pursuant to the provisions set forth in Part II, Standard Terms and Conditions, Section 7.0 Changes and Amendments and Section 42.0, Notices;

NOW, THEREFORE, in consideration of the foregoing and mutual consent herein contained, COUNTY and CONTRACTOR hereby agree to amend the Contract as follows:

1. PART I, UNIQUE TERMS AND CONDITIONS, Section 2.0 TERM, Subsection 2.6 is added to read as follows:
 - 2.6 The term of this Contract shall be extended for an additional one-year period beginning on July 1, 2014 and continuing through June 30, 2015, unless terminated earlier by COUNTY, at its sole option, or as otherwise permitted in this contract, by written notice to the CONTRACTOR 30 days in advance of the effective date of termination.

2. PART I, UNIQUE TERMS AND CONDITIONS, Section 3.0 CONTRACT SUM, Subsection 3.1 is added to read as follows:

- 3.1 The Maximum Annual Contract Sum amount for the contract period from July 1, 2014 through June 30, 2015 shall not exceed Seventy-Two Thousand Dollars (\$72,000).

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

**AMENDMENT NUMBER XXX
TO EDUCATION CONSULTANT SERVICES
CONTRACT NUMBER XXXXX**

IN WITNESS WHEREOF, the Board of Supervisors of the County of Los Angeles has caused this Amendment Number XXX to be subscribed on its behalf by the Director of the Department of Children and Family Services and the CONTRACTOR has caused this Amendment Number XXX to be subscribed on its behalf by its duly authorized officer(s) as of the day, month and year first above written. The person(s) signing on behalf of the CONTRACTOR warrants under penalty of perjury that he or she is authorized to bind the CONTRACTOR in this Contract.

COUNTY OF LOS ANGELES

PHILIP L. BROWNING, Director
Department of Children and Family Services

CONTRACTOR

By _____

Name _____

Title _____

APPROVED AS TO FORM:

BY THE OFFICE OF COUNTY COUNSEL
JOHN F. KRATTLI, COUNTY COUNSEL

BY _____
David Beaudet, Senior Deputy County Counsel

**EDUCATION CONSULTANT SERVICES FOR CONTRACT PERIOD
7-1-2014 TO 6-30-2015**

CONTRACTOR NAME	CONTRACT NO.	MAXIMUM ANNUAL CONTRACT SUM
Boddula, Chethan	09-007-05	\$72,000
Brown, Shirley	09-007-19	\$72,000
Dean, Sylvia M.	09-007-15	\$72,000
Del Castillo, Annalisa	09-007-06	\$72,000
Dillard, Christina	09-007-11	\$72,000
Finlay, Deborah	09-007-16	\$72,000
Gabaldon, Nadia	09-007-03	\$72,000
Harrahill, Rosemary	09-007-04	\$72,000
Lawson English, Verle	09-007-14	\$72,000
Lopez-Reid, Norma	09-007-13	\$72,000
Saenz, Fatima G.	09-007-08	\$72,000
Shaw, Shirley	09-007-01	\$72,000
Smith, Margaret	09-007-20	\$72,000
Von Bleich, Juergen M.A.	09-007-10	\$72,000
TOTAL: 14 Contractors		\$1,008,000