



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

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**ADOPTED**

BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

February 03, 2015

18 February 3, 2015

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

  
PATRICK OZAWA  
ACTING EXECUTIVE OFFICER

Dear Supervisors:

**RECOMMENDATION TO APPROVE A TERM EXTENSION TO THE  
PREPARATION AND SUPPORT FOR FAMILIES CONSIDERING ADOPTING  
CHILDREN WITH SPECIAL NEEDS CONTRACT  
(ALL DISTRICTS – 3 VOTES)**

**SUBJECT**

The Department of Children and Family Services (DCFS) is requesting approval to extend the current Preparation and Support (P&S) for Families Considering Adopting Children with Special Needs contract with the Regents of the University of California (Regents of UC) that offers Training, Intervention, Education and Services (TIES) for Families, for a period of 18 months, from March 1, 2015, through August 31, 2016, in order to complete a solicitation of a new P&S contract. The P&S services include recruitment, training, consultations and assessments to match special needs children with prospective adoptive parents, and aftercare services to assist the adoptive families.

**IT IS RECOMMENDED THAT THE BOARD:**

1. Delegate authority to the Director of DCFS, or his designee, to prepare and execute a contract amendment (substantially similar to that in Attachment I) to extend the current contract with the Regents of UC, for the provision of P&S services, effective March 1, 2015, through August 31, 2016. The aggregate 18-month Maximum Contract Amount for the contract is \$412,500, financed by 75% (\$309,375) Federal revenue, 17.5% (\$72,188) State revenue, and 7.5% (\$30,937) net County cost. Funding is included in the Department's Fiscal Year (FY) 2014-2015 Adopted Budget and will be included in the Department's budget request for FY 2015-2016.
2. Delegate authority to the Director of DCFS, or his designee, to further extend the contract by written notice or amendment for an additional six months on an automatic month-to-month basis

from September 1, 2016 through February 28, 2017, as allowed by the CDSS Manual of Policies and Procedures (MPP), Section 23-622.2; if such time is necessary to allow time to complete the solicitation, provided that sufficient funding is available and prior approval is obtained from County Counsel. Upon execution of such extension, the Director of DCFS, or his designee, will notify the Board and CEO in writing within 10 working days after the execution.

3. Delegate authority to the Director of DCFS, or his designee, to execute amendments with the Regents of UC, to increase or decrease the maximum contract amount by no more than 10% of the original Maximum Contract Sum during the contract term to accommodate increases or decreases in units of service provided: a) the amendment does not include cost of living adjustments, b) sufficient funding is available for increases, and c) County Counsel approval is obtained prior to executing the amendment. The Director of DCFS, or his designee, will notify the Board and CEO in writing within 10 working days after the execution of such amendment.

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

The current P&S contract will expire on February 28, 2015. The recommended actions will allow DCFS to continue to provide P&S services to prospective adoptive parents and adoptive families of children with special needs, through the TIES for Families program, for up to an additional 18 months while the new contract solicitation process continues until a new contract for P&S services is recommended to the Board for approval.

The Regents of UC has been the sole source contractor providing TIES for Families program for the P&S services for the past 13 years. DCFS has re-evaluated the procurement process for the current P&S contract and determined that the appropriate process to procure a new P&S contract is to publicly solicit via a Request for Proposals (RFP) to ascertain whether the current contractor is the only source willing and able to fulfill the contract. Additionally, the P&S contract's scope of work is being revised to add a new component, Therapeutic Grief Intervention (TGI) for families receiving "Concurrent Planning" services. TGI services include support groups and individual counseling for prospective adoptive families who are dealing with the loss or potential loss of a child in their home whom they were hoping to adopt. These services are currently provided by the Diligent Recruitment services contract, which will end on September 30, 2015.

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

The recommended actions are consistent with the principles of the Countywide Strategic Plan, Goal No. 1 – Operational Effectiveness: Maximize the effectiveness of process by increasing access to adoption related services; Goal No. 2 – Children, Family, and Adult Well-Being: Maximize Resources by coordinating recruitment from other programs; and Goal No. 4 – Health and Mental Health by improving effectiveness of the Department's Children's Social Workers and by promoting proven service models that are client-centered and family-focused. The contract is also consistent with the DCFS goal of decreasing timelines to permanency.

### **FISCAL IMPACT/FINANCING**

The estimated aggregate Maximum Contract Amount for the additional 18 months is \$412,500, financed by 75% (\$309,375) Federal revenue, 17.5% (\$72,188) State revenue, and 7.5% (\$30,937) net County cost. Funding is included in the Department's FY 2014-2015 Adopted Budget and will be

included in the Department's budget request for FY 2015-2016.

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

On February 7, 2012, the Board approved the current P&S contract with the Regents of UC for the provision of P&S services effective March 1, 2012 through February 28, 2013, with two additional County option years through February 28, 2015. The current contract will expire on February 28, 2015.

The Department evaluated and determined that the Living Wage Program (County Code Chapter 2.201) does not apply to this contract. These services cannot be effectively performed by County employees because they require the development and utilization of resources that are not available in the County system.

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

### **CONTRACTING PROCESS**

The current P&S contract was procured by negotiation as a sole source contract for the period of March 1, 2012 through February 28, 2013, with the County option to extend for two additional one-year options through February 28, 2015. DCFS has requested approval from the California Department of Social Services (CDSS) for an 18-month extension. CDSS' response is currently pending.

### **CONTRACTOR PERFORMANCE**

The Contractor has met minimum performance standards to recommend contract extension.

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

Approval of the 18 months extension will allow the Department to continue to provide P&S services to prospective adoptive parents and adoptive families of children with special needs. The P&S program educates prospective adoptive parents to make informed decision about adopting special needs children, and prepares the adoptive parents and families for the challenges related to parenting those children. The service levels required under the recommended contract extension are the same as those in the current contracts.

### **CONCLUSION**

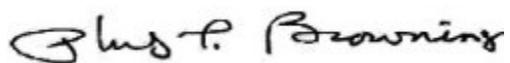
Upon Board approval, the Executive Officer, Board of Supervisor, is requested to return one adopted stamped Board letter to the Department of Children and Family Services.

The Honorable Board of Supervisors

2/3/2015

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Respectfully submitted,

A handwritten signature in black ink that reads "Philip L. Browning". The signature is written in a cursive style with a large initial "P".

PHILIP L. BROWNING

Director

PLB:EM:LTI

DLM:AO:ew

Enclosures

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



**AMENDMENT NUMBER ONE**

**PREPARATION AND SUPPORT SERVICES FOR FAMILIES  
ADOPTING CHILDREN WITH SPECIAL NEEDS**

**CONTRACT NUMBER 11-035-01**

**WITH**

**THE REGENTS OF THE UNIVERSITY OF CALIFORNIA**

**AMENDMENT NUMBER ONE  
PREPARATION AND SUPPORT (P&S) SERVICES FOR FAMILIES  
ADOPTING CHILDREN WITH SPECIAL NEEDS  
CONTRACT NUMBER 11-035-01**

This Amendment Number One (hereinafter referred to as "Amendment") to the Preparation and Support Services for Families Adopting Children with Special Needs Contract Number 11-035-01 (hereinafter referred to as "Contract") is made and entered into at Los Angeles, California this \_\_\_\_ day of \_\_\_\_\_, 2015, by and between the County of Los Angeles (hereinafter referred to as "COUNTY") and The Regents of the University of California (hereinafter referred to as "CONTRACTOR").

WHEREAS, COUNTY and CONTRACTOR are parties to the Contract adopted by the Board on February 7, 2012, and CONTRACTOR has been providing P&S Services for Families Adopting Children with Special Needs to the COUNTY;

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

WHEREAS, the term is extended for the period of 18 months, effective March 1, 2015 through August 31, 2016, and for an additional six months, if determined necessary by the County; and

NOW THEREFORE, COUNTY and CONTRACTOR mutually agree to the following changes to the Contract:

1. **Part I, Unique Terms and Conditions**, Section 2.0, Term, subsection 2.2 is amended to add subparagraphs 2.2.1 and 2.2.2 to read as follows:
  - 2.2.1 The term of this contract is extended for a period of 18 months, effective March 1, 2015 through August 31, 2016, unless terminated earlier or extended.
  - 2.2.2 The term of this contract may be extended by the Director of DCFS, or his designee, at the sole discretion of COUNTY, by written notice to the Contractor prior to the expiration of the contract term, after CEO's approval, for an additional six months from September 1, 2016 through February 28, 2017, if such additional time is necessary.
2. Part I, Unique Terms and Conditions, Section 3.0, Contract Sum, Section 3.1 is revised to read as follows:
  - 4.5 The total amount payable under this Contract is \$1,237,500, hereinafter referred to as the "Maximum Contract Sum." The maximum amount payable under this Contract shall not exceed \$275,000 for each of the contract periods: March 1, 2012 through February 28, 2013; March 1, 2013 through February 28, 2014; March 1, 2014 through February 28, 2015;

March 1, 2015 through February 29, 2016; and shall not exceed \$137,500 for the contract period of March 1, 2016 through August 31, 2016, hereinafter referred to as the "Maximum Annual Contract Sum."

3. Exhibit A-4 Line Item Budget, is amended by incorporating the attached line item budget for the periods of March 1, 2015 through February 29, 2016 and March 1, 2016 through August 31, 2016; and a new line item budget, if the option to extend is exercised.
4. Exhibit A, Statement of Work, Section 14.0, RECORDS, is amended to add subsection 14.4 to read as follows:

14.4 Transfer of Records

14.4.1 At the start of a new contract, contractor shall accept transitioned cases from the prior contractors. The new contractor shall submit a plan of coverage to the CPM for the transitioned cases within 30 days of the start of the new contract or within 30 days of receipt of transitioned cases from prior contractors. The plan of coverage shall include (1) telephonic contact with the family within three weeks of the 30 day transitional period (2) a face-to-face contact with the family within five business days from the telephonic contact (3) an initial case plan for the family within 30 days from the initial face-to-face contact with the family.

14.4.2 Prior to contract termination or non-renewal of contract, contractor shall, at no additional cost to County, cooperate in transitioning active cases to new contractors, including providing all original case files and electronic records. Contractor shall keep copies of all transferred cases for their own records. The transitional plan shall be made in consultation with the County Program Manager at least one month in advance of the contract termination or as soon as possible in the event of non-renewal.

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

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**AMENDMENT NUMBER ONE  
PREPARATION AND SUPPORT (P&S) SERVICES FOR FAMILIES  
ADOPTING CHILDREN WITH SPECIAL NEEDS  
CONTRACT NUMBER 11-035-01**

IN WITNESS WHEREOF, the Board of Supervisors of the COUNTY of Los Angeles has caused this Amendment Number One 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 One 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 warrant(s) under penalty of perjury that he or she is authorized to bind the CONTRACTOR in this Contract.

COUNTY OF LOS ANGELES

CONTRACTOR

The Regents of the University of  
California  
Name of Agency

By: \_\_\_\_\_  
Philip L. Browning, Director  
Department of Children & Family Services

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

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

Title: \_\_\_\_\_

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

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

Title: \_\_\_\_\_

\_\_\_\_\_  
Tax Identification Number

APPROVED AS TO FORM:  
BY THE OFFICE OF COUNTY COUNSEL  
MARK J. SALADINO, County Counsel

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