

# COUNTY OF LOS ANGELES

## Family and Social Services

SACHI A. HAMAI  
Chief Executive Officer



**DATE:** Wednesday, May 6, 2020  
**TIME:** 1:30 PM

**DUE TO THE CLOSURE OF ALL COUNTY BUILDINGS, MEETING PARTICIPANTS AND MEMBERS OF THE PUBLIC WILL NEED TO CALL IN TO PARTICIPATE:**

**Teleconference Call-In Number: (323) 776-6996/ Conference ID: 747311624#**

### AGENDA

Members of the Public may address agenda item. Three (3) minutes are allowed for each item.

- I. Call to Order
- II. **Presentation/Discussion Items:**
  - a. **Department of Children and Family Services (DCFS):**  
Recommendation to Approve New Contract for Urine Sample Collection for Drug and Alcohol Testing Services with Pacific Toxicology Laboratories, Inc.
  - b. **DCFS:** Request for Approval of An Agreement with the California Department of Social Services for Legal Services Associated with the Resource Family Approval Program.
- III. **Informational Items** (Any informational item is subject to discussion and/or presentation at the request of two or more Board offices with advance notification):
  - c. **DCFS:** Donations in Excess of \$10,000.
- IV. Items continued from a previous meeting of the Board of Supervisors or from a previous FSS Agenda Review meeting.
- V. Public Comment
- VI. Adjournment



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

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



**BOBBY D. CAGLE**  
Director

**GINGER PRYOR**  
Chief Deputy Director

**Board of Supervisors**  
HILDA L. SOLIS  
First District  
MARK RIDLEY-THOMAS  
Second District  
SHEILA KUEHL  
Third District  
JANICE HAHN  
Fourth District  
KATHRYN BARGER  
Fifth District

May 19, 2020

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

Dear Supervisors:

**REQUEST FOR APPROVAL OF AN AGREEMENT  
WITH THE CALIFORNIA DEPARTMENT OF SOCIAL SERVICES  
FOR LEGAL SERVICES ASSOCIATED WITH THE  
RESOURCE FAMILY APPROVAL PROGRAM  
(ALL DISTRICTS) (3-VOTES)**

**SUBJECT**

The Department of Children and Family Services (DCFS) and the Probation Department (Probation) request the Board's approval of an agreement with the California Department of Social Services (CDSS) that will allow CDSS to continue to provide legal services to DCFS and Probation associated with the federally funded Resource Family Approval (RFA) Program.

**JOINT RECOMMENDATION WITH THE INTERIM CHIEF PROBATION OFFICER  
THAT YOUR BOARD:**

1. Delegate authority to the Director of DCFS, or his designee, to execute Agreement Number 19-5044 (Attachment A) between DCFS, Probation and CDSS for a two-year agreement term ending June 30, 2021, to allow CDSS to continue to provide legal consultation and legal representation services in administrative hearings; family evaluations; complaint investigations and home, health and safety assessments associated with the RFA program. CDSS will release the General Fund RFA Allocation and DCFS shall use those funds to pay for contracted activities of this Agreement. The DCFS will use County's 2011

Realignment Funds or other County funds or costs exceeding the General Fund RFA Allocation.

2. Delegate authority to the Director of DCFS, or his designee, to execute extensions to the Agreement for each one-year renewal period. The maximum payable amount for each renewal period may fluctuate and funds used for payments shall be withdrawn in the following order from State General Funds RFA Allocation, County's 2011 Realignment Funds and other County funds. Approval from County Counsel will be obtained prior to execution of each renewal and the Director will notify the Board and the Chief Executive Office (CEO) in writing within ten (10) business days after execution.
3. Delegate authority to the Director of DCFS, or his designee, to execute amendments for necessary changes to the terms and conditions of this Agreement to meet programmatic needs and to terminate this Agreement for convenience or default. The approval of County Counsel will be obtained prior to executing amendments and the DCFS Director, or his designee, will notify the Board and the Chief Executive Office (CEO) in writing within ten (10) business days after execution.

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

Continuum of Care Reform (CCR) legislation shifted the responsibility from CDSS to counties for approval of non-relative homes that care for dependent children and non-minor dependents. On January August 1, 2017, the Board approved the initial Agreement Number 16-5024 between DCFS, Probation and CDSS, for CDSS to provide legal consultation and representation in administrative hearings, as well as services for family evaluations, complaint investigations and home, health and safety assessments to the County. The recommended Agreement will allow CDSS to continue to provide the aforementioned services to the County. DCFS and Probation agreed that DCFS will sign the Agreement on behalf of both departments. CDSS will release the Annual General Fund Allocation to DCFS in the full amount and shall invoice DCFS quarterly for the services provided. DCFS and Probation agreed that DCFS will pay for all services rendered.

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

Assembly Bill 403 requires that all currently licensed foster family homes, approved caregivers and nonrelative extended family member homes must convert to RFA no later than December 31, 2019. Pursuant to Welfare and Institutions Code section 16519.5(g), implementation and operation of the RFA Program is the County's responsibility. However, to ease the counties' transition to the new RFA requirements, CDSS has offered to provide certain components of RFA program to the counties on an

agreement basis. The RFA program operates under the provisions of California Government Code section 30029.7.

Resource family applicants who are not approved and receive a notice of a denial or exclusion, have the right to a State hearing and other due process rights as set forth in CDSS Written Directives Article 12 - Due Process, and in Welfare and Institutions Code section 16519.5 et seq. The appeals hearings are heard by an administrative judge at the State Hearings Division, or by an administrative law judge at the Office of Administrative Hearings.

RFA Program Written Directives Section 12-04 stipulates that prior to the service of notice for denial or exclusion of an individual, "The County shall consult with County attorney or CDSS Legal Division to confirm the proper hearing forum." For matters involving an exclusion action, a consultation with the CDSS Legal Division is required.

RFA program Written Directives Section 12-02 stipulates that a county may enter into an agreement with the CDSS Legal Division to provide legal consultation and legal representation related to RFA. The Legal Division may represent a county on matters heard by the State Hearings Division or the Office of Administrative Hearings.

Community Care Licensing Division discontinued conducting the complaint investigations, and DCFS and Probation do not have existing operational resources to comply with this mandate. This Board Letter was reviewed and approved by Probation and the Agreement was approved by County Counsel as to form.

#### Implementation of Strategic Plan Goals

The recommended actions are consistent with the principles of the Countywide Strategy I.1 - Increase Our Focus on Prevention Initiatives, Objective I.1.1 Promote Supportive Parenting: RFA means an applicant successfully meets the home environment assessment and permanency assessment standards of the State of California.

#### FISCAL IMPACT/FINANCING

These services will be directly funded through the State General Fund, as part of DCFS' CCR RFA Allocation. State General Fund RFA Allocation will be based on the historical data from prior fiscal years. The Agreement will be funded through the following sources and in the following order:

1. State General Funds RFA Allocation;
2. County's 2011 Realignment Funds; and
3. Other County funds.

State General Funds RFA Allocation must be exhausted prior to drawing down on other funds.

Additional funding is available in the Department's FY 2019-20 Final Adopted Budget and will be included in future Budget requests.

### **CONTRACTING PROCESS**

No contracting process was required in the preparation of this Agreement. If authorized by your Board, this Agreement will permit CDSS to continue to provide legal consultation and legal representation services in administrative hearings; family evaluations; complaint investigations and home, health and safety assessments in administrative actions related to RFA appeals to DCFS.

### **IMPACT ON CURRENT SERVICES**

Approval of these recommendations will facilitate compliance with legal mandates and compliance with the RFA standards and will help to ensure that DCFS and Probation better serves the community by expediting the delivery of services to children and non-minor dependents who reside or may reside in an approved resource family home.

The Honorable Board of Supervisors  
May 19, 2020  
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**CONCLUSION**

Upon approval of this request, please instruct the Executive Officer/Clerk of the Board to send an adopted stamped copy of this Board letter to:

Department of Children and Family Services  
Contracts Administration Division  
Attn: Leticia Torres-Ibarra, Division Manager  
425 Shatto Place, Room 400  
Los Angeles, CA 90020

Probation Department  
Contracts and Grants Management Division  
Attn: LaTasha Howard, Director  
9150 E. Imperial Hwy.  
Downey, CA 90242

Respectfully submitted,

  
BOBBY D. CAGLE  
Director

  
RAYMOND LEYVA  
Interim Chief Probation Officer

BDC:GP:CMM  
KR:LTI:mk

Attachment

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



BOBBY D. CAGLE  
Director

GINGER PRYOR  
Chief Deputy 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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First District

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Second District

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Third District

JANICE HAHN  
Fourth District

KATHRYN BARGER  
Fifth District

June 2, 2020

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:

**DEPARTMENT OF CHILDREN AND FAMILY SERVICES:  
DONATIONS IN EXCESS OF \$10,000  
(ALL SUPERVISORIAL DISTRICTS) (3 VOTES)**

**SUBJECT**

Acceptance of Fiscal Year 2019-20 second quarter donations in excess of \$10,000 made to the Department of Children and Family Services.

**IT IS RECOMMENDED THAT YOUR BOARD:**

Accept the donations received during the second quarter of Fiscal Year 2019-20 for the Department of Children and Family Services (DCFS) and send a letter of appreciation to the donors.

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

Per section 2.4.2 of the County Fiscal Manual, "Section 25355 of the Government Code allows County Boards of Supervisors the option of delegating to any County officer or employee the authority to accept or reject any gift, bequest or devise made to or in favor of the County, provided that such person files with the Board each quarter a report that describes the source and value of each gift. The Los Angeles County Board of Supervisors delegated to County Department Heads the authority to accept or reject any gift, bequest or devise made to, or in favor of the County, the value of which does not exceed \$10,000, and instructed Department Heads to acknowledge such gifts. Any donation that exceeds \$10,000 must be placed on the Board agenda for the Board's consideration and acceptance."

*"To Enrich Lives Through Effective and Caring Service"*

**FISCAL IMPACT/FINANCING**

The donated funds and items assist the Department in providing services to the children under the care and supervision of the Department.

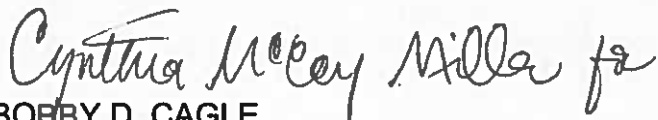
**FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

Per section 2.4.2 of the County Fiscal Manual, "Section 25355 of the Government Code allows County Boards of Supervisors the option of delegating to any County officer or employee the authority to accept or reject any gift, bequest or devise made to or in favor of the County, provided that such person files with the Board each quarter a report that describes the source and value of each gift. The Los Angeles County Board of Supervisors delegated to County Department Heads the authority to accept or reject any gift, bequest or devise made to, or in favor of the County, the value of which does not exceed \$10,000, and instructed Department Heads to acknowledge such gifts. Any donation that exceeds \$10,000 must be placed on the Board agenda for the Board's consideration and acceptance."

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

The donated funds and items assist the Department in providing services to the children under the care and supervision of the Department.

Respectfully submitted,

  
BOBBY D. CAGLE  
Director

BDC:CMM  
RT:SW:sc

Enclosure

cc: Executive Office of the Board of Supervisors  
Chief Executive Office  
County Counsel  
Auditor-Controller



**DEPARTMENT OF CHILDREN AND FAMILY SERVICES  
SUMMARY OF DONATIONS IN EXCESS OF \$10,000  
FISCAL YEAR 2019-2020  
2nd Quarter - October, November & December 2019**

DESCRIPTION	<u>Oct-19</u>	<u>November-19</u>	<u>Dec-19</u>	<u>TOTAL</u>
<b>A. CASH DONATIONS</b>				
DCFS-Adoption Donations Trust Fund (TK7-7087)	-	-	-	-
Family & Children's Trust Fund (TK7-7125)	-	-	-	-
Scholarship Trust Fund (TK7-7129)	-	-	-	-
Assigned Fund (TK7-7134)	-	-	-	-
Scholarship Support League (S3X-3301)	-	-	-	-
<b>TOTAL - CASH DONATIONS</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>B. IN KIND DONATIONS</b>				
I. DCFS - Adoptions Donation Trust Fund (TK7-7087)	-	-	-	-
II. Family & Children's Trust Fund (TK7 - 7125)	-	-	-	-
III. Assigned Fund - DCFS (TK7 -7134):	-	-	-	-
<b>Region/SPA</b>				
Asian Pacific Program	-	-	-	-
Belvedere Office Reg. 3A, SPA 7	-	-	-	-
Compton Office Reg. 2, SPA 6	-	-	-	-
Court Shelter Care	-	-	-	-
El Monte Office	-	-	-	-
Glendora Office Reg. 1, SPA 3	-	-	-	-
Lakewood Office Reg. 7, SPA 8	-	-	-	-
Lancaster Office Reg. 8, SPA 1	-	-	-	-
Palmdale Office Reg. 8A, SPA 1A	-	-	16,400.00	16,400.00
Pasadena Office Reg. 5, SPA 2	-	-	-	-
Pomona Office Reg. 1A, SPA 3A	-	-	11,010.00	11,010.00
Run Away Outreach Unit	-	-	-	-
San Fernando Valley Office Reg. 5A, SPA 2A	-	-	-	-
Santa Clarita Office	-	-	-	-
Santa Fe Springs Office Reg. 4, SPA 7A	-	-	-	-
Torrance Office Reg 2, SPA 6	-	-	51,000.00	51,000.00
Van Nuys Office	-	-	266,100.00	266,100.00
Vermont Corridor Office Reg. 6, SPA 6	-	-	-	-
Wateridge Office Reg. 2A, SPA 6A	-	-	-	-
West L.A. Office Reg. 6B, SPA 5	-	-	-	-
West San Fernando Valley/Santa Clarita Office Reg. 5B, SPA 2B	-	10,600.00	-	10,600.00
<b>TOTAL TRUST FUND DONATIONS</b>	<b>-</b>	<b>10,600.00</b>	<b>344,510.00</b>	<b>355,110.00</b>
<b>C. PROGRAMS</b>				
Adoptions Placement & Recruitment	-	-	-	-
Comfort for Court Kids - Teddy Bear Program	-	-	-	-
Commercial Sexual Exploitation of Children Program	-	-	-	-
Family Preservation Program	-	-	-	-
Transitional Housing Program	-	-	-	-
Youth Development Services, ILP	-	-	-	-
<b>TOTAL PROGRAMS</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>D. EVENTS</b>				
Children Trust Fund	-	-	-	-
General Donation-Unassigned	-	-	-	-
Special Events	-	-	-	-
Teen Club	-	-	-	-
<b>TOTAL EVENTS</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL IN-KIND DONATIONS (B+C+D)</b>	<b>-</b>	<b>10,600.00</b>	<b>344,510.00</b>	<b>355,110.00</b>
<b>GRAND TOTAL (A+B+C+D)</b>	<b>-</b>	<b>10,600.00</b>	<b>344,510.00</b>	<b>355,110.00</b>

**County of Los Angeles Department of Children & Family Services**  
**ASSIGNED FUND ACCOUNT TK7-7134**  
**PALMDALE OFFICE**  
**2nd Quarter In-Kind Donation Report - October, November & December 2019**  
**FY 2019-2020**

Regional Administrator: Robin Younger-Homes  
 Program Manager: Alice Ross  
 Office Location: 39959 Sierra HWY, Suite 150  
 Palmdale, CA 93550  
 Telephone: 661 223 4181

Contact Person: Kimberely Johnson  
 Telephone No.: 661 582 7404

DATE RECEIVED	DONOR	DESCRIPTION OF IN-KIND DONATIONS	Restricted/ Unrestricted	DATE DONATED	ESTIMATED VALUE
01/07/20	Lockheed Martin Production Operations C/O Trisha L. Wain, Administrative Asst. Sr. 1011 Lockheed Way Mall Zone 1153 Palmdale, CA 93599	Toys for Christmas	Restricted	12/17/19	16,400.00
<b>Total In-Kind Donations Palmdale Office 2nd Qtr FY19-20</b>					<b>16,400.00</b>

**County of Los Angeles Department of Children & Family Services  
 ASSIGNED FUND ACCOUNT TK7-7134  
 POMONA OFFICE  
 2nd Quarter In-Kind Donation Report - October, November & December 2019  
 FY 2019-2020**

Regional Administrator: Stephanie Harges  
 Program Manager: Lawrence Golan  
 Office Location: 801 Corporate Center Drive  
 Pomona, CA 91768  
 Telephone: 909 802 1510

Contact Person: Alicia Valle/Gihan Guindi  
 Telephone No.: 909 802 1549

DATE RECEIVED	DONOR	DESCRIPTION OF IN-KIND DONATIONS	Restricted/ Unrestricted	DATE DONATED	ESTIMATED VALUE
03/12/20	UPS - Ontario Campus C/O Terrie Holbrook, Supervisor 310 Jurupa Ave. Ontario, CA 91761	340 Gifts @\$30 p/gift = \$10,200 and 27 food baskets @ \$30 per basket = \$810	Restricted	12/18/19	11,010.00
<b>Total In-Kind Donations Pomona Office 2nd Qtr FY19-20</b>					<b>11,010.00</b>

**County of Los Angeles Department of Children & Family Services**  
**ASSIGNED FUND ACCOUNT TK7-7134**  
**TORRANCE OFFICE**  
**2nd Quarter In-Kind Donation Report - October, November & December 2019**  
**FY 2019-2020**

Regional Administrator Rosa Tang  
 Program Manager: Jaera Bryant  
 Office Location: 2325 Crenshaw Bl  
 Torrance, CA 90501  
 Telephone: (310) 972-3129

Contact Person: Beverly Hill Dunne  
 Telephone No.: (310) 972-3108

DATE RECEIVED	DONOR	DESCRIPTION OF IN-KIND DONATIONS	Restricted/ Unrestricted	DATE DONATED	ESTIMATED VALUE
02/26/20	Sandpipers/Sugarplum Trees Toy C/O Bri Haydis P.O. Box 72 Hermosa Beach, CA 90254	1700 + New Toys	Unrestricted	Nov - Dec	51,000.00
<b>Total In-Kind Donations Torrance Office 2nd Qtr FY19-20</b>					<b>51,000.00</b>

**County of Los Angeles Department of Children & Family Services**  
**ASSIGNED FUND ACCOUNT TK7-7134**  
**VAN NUYS OFFICE**  
**2nd Quarter In-Kind Donation Report - October, November & December 2019**  
**FY 2019-2020**

Regional Administrator: Adrienne Olson  
 Program Manager: Carla Gonzalez, CSA I  
 Office Location: 7555 Van Nuys Blvd.  
 Van Nuys, CA 91405  
 Telephone: (818) 904-8751

Contact Person: Carla Gonzalez  
 Telephone No.: (818) 904-8425

DATE RECEIVED	DONOR	DESCRIPTION OF IN-KIND DONATIONS	Restricted/ Unrestricted	DATE DONATED	ESTIMATED VALUE
01/24/20	Foster A Dream C/O Camille Gauty 3614 Glenfeliz Blv. Los Angeles, CA 90039	120 Target Gift Cards valued at \$30 each and 1,000 new toys valued at \$25 each.	Restricted	12/18/19	28,600.00
02/26/20	Sherman Oaks Home Owner's Association C/O Richard Close 1299 Ocean Ave. Suite #900 Santa Monica, CA 91401	1,500 new toys.	Restricted	12/08/19	37,500.00
01/24/20	United States Post Office C/O Gabriel Magdaleno 24355 Creekside Road Santa Clarita, CA 91355	2,500 new toys.	Restricted	12/11/19	100,000.00
01/24/20	United States Post Office C/O Leopoldo Rivera 24355 Creekside Road Santa Clarita, CA 91355	2,500 new toys.	Restricted	12/11/19	100,000.00
<b>Total In-Kind Donations Van Nuys Office 2nd Qtr FY19-20</b>					<b>266,100.00</b>

**County of Los Angeles Department of Children & Family Services**  
**ASSIGNED FUND ACCOUNT TK7-7134**  
**WEST SAN FERNANDO VALLEY OFFICE**  
**2nd Quarter In-Kind Donation Report - October, November & December 2019**  
**FY 2019-2020**

Regional Administrator Muzeyyen Balaban  
 Program Manager:  
 Office Location: 20151 Nordhoff Street  
 Chatsworth, CA 91311  
 Telephone: 818 717-4803

Contact Person: Sean Kim  
 Telephone No.: 818 717 4825

DATE RECEIVED	DONOR	DESCRIPTION OF IN-KIND DONATIONS	Restricted/ Unrestricted	DATE DONATED	ESTIMATED VALUE
11/13/19	Temple Aliyah C/O Lisa Cobey Lopez 6025 Valley Circle Bl. Woodland Hills, CA 91367	100 Care Bags for boys, 99 care bags for girls, 58 gift cards	Unrestricted	11/05/19	10,600.00
<b>Total In-Kind Donations W. San Fernando Valley Office 2nd Qtr FY19-20</b>					<b>10,600.00</b>



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DEPARTMENT OF CHILDREN AND FAMILY SERVICES**

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Fifth District

June 2, 2020

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

Dear Supervisors:

**RECOMMENDATION TO APPROVE NEW CONTRACT FOR URINE SAMPLE  
COLLECTION FOR DRUG AND ALCOHOL TESTING SERVICES WITH PACIFIC  
TOXICOLOGY LABORATORIES, INC.  
(ALL SUPERVISORIAL DISTRICTS) (3 VOTES)**

**SUBJECT**

The Department of Children and Family Services (DCFS) seeks to enter a contract with Pacific Toxicology Laboratories, Inc. (Pacific Toxicology) for Urine Sample Collection for Drug and Alcohol Testing Services. Additionally, DCFS seeks delegated authority to exercise renewal options and amendments to increase or decrease Maximum Contract Sum, if necessary, to accommodate unanticipated increase or decrease in service.

**IT IS RECOMMENDED THAT THE BOARD:**

1. Delegate authority to the Director of DCFS, or designee, to execute a Contract, substantially similar to Attachment A, with Pacific Toxicology for Urine Sample Collection for Drug and Alcohol Testing Services. The Contract term will be effective July 1, 2020, through June 30, 2021, with two one-year extensions at the County's option and an additional six months, through December 31, 2023, if the additional time is necessary to complete a solicitation or negotiation of a new contract. The maximum contract sum, if all extensions are exercised, is \$7,481,565 using 25 percent Federal funds and 75 percent Local funds. Sufficient funding is included in the Department's Fiscal Year (FY) 2020-2021 Recommended Budget.

*"To Enrich Lives Through Effective and Caring Service"*

2. Delegate authority to the Director of DCFS, or designee, to exercise the two one-year extension options and the six-month extension option by written notice, contingent upon: (a) the availability of funding; (b) prior approval by County Counsel; and (c) notification to the Board and the Chief Executive Officer (CEO) in writing within 10 business days of execution of the extensions.
3. Delegate authority to the Director of DCFS, or designee, to execute amendments to increase or decrease the Maximum Annual Contract Sum by no more than 10 percent per year during the term of the Contract to accommodate increase or decrease in services contingent upon: (a) the availability of funding; (b) prior County Counsel approval; and (c) notification to the Board and the CEO in writing, within 10 business days of execution of the amendments.

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

DCFS is frequently ordered to provide drug and alcohol testing for families under its supervision by the Juvenile Court. The County will realize significant cost savings by awarding the contract to Pacific Toxicology as the lowest bidder.

This service provides DCFS and the Juvenile Court with a tool to assist in determining whether children are safe in the home of their parents or caregivers or can be safely returned to their parents or caregivers. Drug and alcohol testing services assists in reducing the number of children requiring placement in out-of-home care and assists in the timely reunification of families. This is consistent with DCFS' goals to improve Child Safety, Permanency, and Access to Effective and Caring Services. If the recommended actions are not approved, drug and alcohol testing will not be readily available at the volume needed. The safety of the children under DCFS' supervision in the homes of parents and caregivers with a history of drug and alcohol abuse and the efforts to return them to such homes quickly will be compromised.

The current contract with Pacific Toxicology expires on June 30, 2020. The new contract will continue to provide Drug and Alcohol Testing Services for a substantial number of parents and primary caregivers whose drug and alcohol consumption may impair their ability to care for their children. The Urine Sample Collection for Drug and Alcohol Testing Services are expected to assist DCFS in achieving outcomes designed to ensure the safety of children in its care. As changes in units of service may occur during the contract period, DCFS needs the flexibility to execute contract amendments that would increase or decrease the contract amount in 10 percent increments of the maximum contract sum, based on any increase or decrease in services.

The services will be provided at numerous collection sites throughout the County with locations in all eight Service Planning Areas.



### Implementation of Strategic Plan Goals

The recommended actions are consistent with the principles of the Countywide Strategic Plan Goal No. 1, Make Investments That Transform Lives: Implement evidence-based practices to increase our residents' self-sufficiency, prevent long-term reliance on the County's social safety net, and prevent involvement with the County's foster, juvenile justice, and adult justice systems.

### FISCAL IMPACT/FINANCING

The Maximum Annual Contract Amount is \$2,137,590 for a total of \$7,481,565 if all contract extension options are exercised. This Contract will be financed using 25 percent Federal funds and 75 percent Local funds. Sufficient funding is included in the Department's FY 2020-2021 Recommended Budget.

### FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The contract is authorized under California Department of Social Services (CDSS), Manual of Policies and Procedures Section 23-601.

The Department has evaluated these services and determined that the Living Wage Ordinance (County Code Chapter 2.201) does not apply to the contract.

The Department has determined that a Cost-of-Living Adjustment (COLA) provision was not required for this new contract.

Pacific Toxicology complies with all Federal, State, County, and Board requirements, and no provision for automatic cost of living increases is included in this contract.

The contract includes language stipulating the County has no obligation to pay for expenditures beyond the contract amount. Further, Pacific Toxicology will not be asked to perform services that exceed the contract amount, scope of work or contract effective dates.

The Chief Executive Office and County Counsel have reviewed the Board letter and the attached sample contract. The new contract has been approved as to form by County Counsel.

### CONTRACTING PROCESS

DCFS followed all applicable County procedures in conducting this solicitation. DCFS released an Invitation for Bids (IFB) for Urine Sample Collection for Drug and Alcohol Testing Services on September 15, 2019, and notified registered vendors on County's

Webven by email. DCFS also advertised the IFB in six newspapers of general circulation: The Los Angeles Times, Daily News, San Gabriel Valley Tribune, Press Telegram, Antelope Valley Press and Daily Breeze. An advertisement was posted on the County and DCFS websites. Nine total interested vendors attended the two Mandatory Bidders Conferences on October 22, 2019 and November 18, 2019. On January 6, 2020, DCFS received bids from five vendors as follows, with Pacific Toxicology submitting the lowest bid. The annual cost projections of the bids were as follows: (1) Pacific Toxicology \$2,137,590, (2) Treatment Assessment Screening Center (TASC) \$2,271,810, (3) Phamatech \$2,367,095, (4) Cordant Health Solutions (CHS) \$3,304,329, (5) Avertest \$3,844,200. Bids were based on a projection of 700 tests annually for alcohol only, 124,200 tests for both alcohol and drugs and 3,240 D/L isomer tests.

On January 30, 2020, DCFS completed the review of the documents submitted by each bidder. On March 3, 2020, DCFS sent the tentative selection of Contract award letter to Pacific Toxicology and non-selection letters to TASC, Phamatech, CHS, and Avertest.

As a result, DCFS determined Pacific Toxicology to be the lowest priced responsive and responsible bidder and recommends that the contract be awarded to Pacific Toxicology.

#### CONTRACTOR PERFORMANCE

The proposed contractor, Pacific Toxicology, is the current Contractor for Urine Sample Collection for Drug and Alcohol Testing Services with the County of Los Angeles Department of Children and Family Services. Pacific Toxicology has performed sufficiently and has worked responsibly and timely with DCFS on the current contract deliverables.

#### IMPACT ON CURRENT SERVICES

Approval of the recommended actions will provide a valuable tool for assessing drug and alcohol use by parents and primary caregivers of children brought to the attention of DCFS. The new contract will also increase the use of information technology, adds the ability for DCFS clients to test at any of the contractor's collection sites, and allows each assigned DCFS caseworker and their supervisor immediate access to test results. Additionally, the assigned caseworkers will realize a workload reduction when a client needs to change a collection site location as additional paperwork will not need to be completed by the caseworker.

The Honorable Board of Supervisors  
June 2, 2020  
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**CONCLUSION**

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

Respectfully submitted,

  
BOBBY D. CAGLE  
Director

BDC:KR  
LTI:EO  
JS:jd

**Attachments**

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