

**COUNTY OF LOS ANGELES**

MARVIN J. SOUTHARD, D.S.W.  
Director  
ROBIN KAY, Ph.D.  
Chief Deputy Director  
RODERICK SHANER, M.D.  
Medical Director



BOARD OF SUPERVISORS

GLORIA MOLINA  
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**DEPARTMENT OF MENTAL HEALTH**

<http://dmh.lacounty.gov>

550 SOUTH VERMONT AVENUE, LOS ANGELES, CALIFORNIA 90020

Reply To: (213) 738-4601  
Fax: (213) 386-1297

May 15, 2012

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:

**ADOPTED**

BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

36 May 15, 2012

*Sachi A. Hamai*  
SACHI A. HAMAI  
EXECUTIVE OFFICER

**APPROVAL TO EXTEND A SOLE SOURCE SERVICES AGREEMENT WITH  
MENTAL HEALTH ADVOCACY SERVICES, INC.  
FOR FISCAL YEAR 2012-13  
(ALL SUPERVISORIAL DISTRICTS)  
(3 VOTES)**

**SUBJECT**

Request approval to extend a sole source services agreement with Mental Health Advocacy Services, Inc., to continue assisting clients with mental illness file applications for financial benefits; and to provide advocacy services for families in need of Special Education services from public schools without interruption for the first six months of Fiscal Year 2012-13.

**IT IS RECOMMENDED THAT YOUR BOARD:**

1. Approve and authorize the Director of Mental Health (Director), or his designee, to prepare, sign, and execute an Amendment, substantially similar to the attached format, with Mental Health Advocacy Services, Inc. (MHAS), to extend the contract for the period of July 1, 2012 through December 31, 2012. The Total Compensation Amount (TCA) for the extended contract period will be \$202,450, funded by Sales Tax Realignment revenue.
2. Delegate authority to the Director, or his designee, to prepare, sign, and execute future amendments to the Services Agreement, as may be necessary, to reduce programs or services, purchase additional services of the same type described in the Agreement, or reflect program or policy changes provided that: 1) the County's total payments under this Agreement for the applicable Fiscal Year (FY) will not exceed an increase of 10 percent from the last Board-approved TCA; 2)

sufficient funds are available in the approved FY 2012-13 Final Adopted Budget for any increases in compensation; 3) County Counsel approves such amendments as to form prior to execution; and 4) the Director notifies your Board and Chief Executive Officer of amendments in writing within 30 days after execution of each amendment.

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

Board approval of the extension will ensure that MHAS will continue to provide necessary services without interruption for the severely and persistently mentally ill adults and children with Special Education needs for another six months term (July 1, 2012, through December 31, 2012). On March 12, 2012, the Department of Mental Health (DMH) released the Request for Proposals (RFP) for this service. Proposals are to be submitted to DMH by April 17, 2012. The open competitive solicitation process will allow DMH the opportunity to assess community-based organization(s) that can assist mental health clients with the process of applying for Supplemental Security Income (SSI), Social Security Disability Insurance, or Medi-Cal benefits.

On November 29, 2011, your Board approved a six-month extension with MHAS to allow time for DMH to finalize the RFP documents. Absent of any protests over the current RFP process, DMH anticipates returning to your Board with a recommendation for award of the successor contract in late November or early December 2012.

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

The recommended actions support the County's Strategic Plan Goal 2, Children, Family and Adult Well-Being, and Goal 4, Health and Mental Health.

### **FISCAL IMPACT/FINANCING**

The TCA for this Amendment is \$202,450, fully funded with Sales Tax Realignment revenue. Funding for this agreement is included in DMH's FY 2012-13 Recommended Budget.

There is no net County cost impact associated with the recommended actions.

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

SSI advocacy plays an important role in helping people with mental disabilities become eligible for benefits. For DMH clients who are unable to work due to their disability, SSI becomes one of the few sources of income available for this population. The SSI application process is cumbersome and complex for many people with mental illness, and MHAS has become an entity known for its ability to retain experienced and knowledgeable advocates who are able to successfully assist the mentally ill population in obtaining and maintaining their SSI payments.

The Amendment has been approved as to form by County Counsel. DMH will continue to supervise and monitor Contractor's adherences to the Agreement's provisions to ensure that quality services are provided to clients.

**CONTRACTING PROCESS**

The RFP was released on March 12, 2012, and the following steps are pending: the bidders' conference, evaluation process and the Proposer's Contractor Selection Review. Absent of any protests over the RFP process, DMH plans to finalize and complete the selection process prior to expiration of this Amendment. The selected awardee under this RFP will render services for a three-year term, beginning January 2013.

DMH will return to your Board to request authority to award an advocacy services contract to the most successful and qualified proposer of the RFP.

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

Board approval of the proposed actions will ensure that access to benefits for mentally and developmentally disabled clients will continue without interruption, pending DMH's completion of the RFP process.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Mg Southard". The signature is fluid and cursive.

MARVIN J. SOUTHARD, D.S.W.

Director of Mental Health

MJS:MM:CW:RK

Enclosures

- c: Chief Executive Officer
- County Counsel
- Executive Officer, Board of Supervisors
- Chairperson, Mental Health Commission

CONTRACT NO. MH190076

AMENDMENT NO. \_\_\_\_

THIS AMENDMENT is made and entered into this \_\_\_\_ day of \_\_\_\_, 2012, by and between the COUNTY OF LOS ANGELES (hereafter "County") and Mental Health Advocacy Services, Inc. (hereafter "Consultant").

WHEREAS, County and Consultant have entered into a written Agreement, dated June 9, 2010, identified as County Agreement No. MH190076, (hereafter collectively "Agreement"); and

WHEREAS, County and Consultant intend to amend Agreement only as described hereunder; and

WHEREAS, for FY 2012-13, County and Consultant intend to amend Agreement to extend the term of this Agreement for six months of FY 2012-13, beginning **July 1, 2012** through **December 31, 2012** to allow for the completion of the Request for Proposals (RFP) solicitation process for mental health advocacy services; and

WHEREAS, the Total Contract Amount (TCA) for FY 2012-13 to cover the six months extension period shall be **\$202,450**; and

NOW THEREFORE, County and Consultant agree that the Agreement shall be amended only as follows:

1. For FY 2012-13, County and Consultant amend Agreement to extend the term of the Agreement for six months, beginning July 1, 2012 through

December 31, 2012 to allow for the completion of the RFP solicitation process. For FY 2012-13, the TCA shall be \$202,450.

2. Exhibit B-2 (Fee Schedule) shall be revised and replaced with Exhibit B-3 (Fee Schedule), attached hereto and incorporated herein by reference.
3. Except as provided in this Amendment, all other terms and conditions of the Agreement shall remain in full force and effect.

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IN WITNESS WHEREOF, the Board of Supervisors of the County of Los Angeles has caused this Amendment to be subscribed by County's Director of Mental Health or his designee, and Consultant has caused this Amendment to be subscribed on its behalf by its duly authorized officer, on the day, month, and year first above written.

COUNTY OF LOS ANGELES

By \_\_\_\_\_  
MARVIN J. SOUTHARD, D.S.W.  
Director of Mental Health

Mental Health Advocacy Services, Inc.  
CONTRACTOR

By \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_  
(AFFIX CORPORATE SEAL HERE)

APPROVED AS TO FORM:  
OFFICE OF THE COUNTY COUNSEL

APPROVED AS TO CONTRACT  
ADMINISTRATION:

DEPARTMENT OF MENTAL HEALTH

By \_\_\_\_\_  
Chief, Contracts Development  
and Administration Division

MENTAL HEALTH ADVOCACY SERVICES  
FISCAL YEAR 2012-13  
SIX MONTHS EXTENSION

**BUDGET**

**Exclusively for Fiscal Year 2012-13 only (July 1, 2012 to December 31, 2012)**

I.	PERSONNEL PLUS EMPLOYEE BENEFITS	\$ 175,150
II.	SERVICES AND SUPPLIES	11,050
III.	EQUIPMENT- Lease and Maintenance	3,000
IV.	OFFICE RENTAL	<u>13,250</u>
	<b>Total Compensation Amount (TCA during extension period)</b>	<b><u>\$202,450</u></b>

**Contractor may only adjust up a maximum of ten percent (10%) of the dollar amount of any of the above line items without prior approval of the Director, provided that any increase in any line item shall be offset by a corresponding decrease in another area (I, II, III or IV). Any other changes in this budget require written approval by the Director. In no event shall any such adjustment result in any increase in the dollar amount as indicated as Total Compensation Amount (TCA during the extension period).**