

**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  
MARK RIDLEY-THOMAS  
ZEV YAROSLAVSKY  
DON KNABE  
MICHAEL D. ANTONOVICH

**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

November 29, 2011

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

**ADOPTED**

BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

#27 NOVEMBER 29, 2011

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

Dear Supervisors:

**APPROVAL TO EXTEND A SOLE SOURCE SERVICES AGREEMENT WITH MENTAL HEALTH  
ADVOCACY SERVICES, INC.  
FOR FISCAL YEAR 2011-12  
(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 to file applications for financial benefits and providing advocacy services for families in need of Special Education services from public schools without interruption for the remaining six months of Fiscal Year 2011-12.

**IT IS RECOMMENDED THAT YOUR BOARD:**

1. Approve and authorize the Director of Mental Health or his designee, to prepare, sign, and execute an Amendment, substantially similar to the attached format, with Mental Health Advocacy Services, Inc. (MHAS), for Fiscal Year (FY) 2011-12, effective January 1, 2012, through June 30, 2012. The Total Compensation Amount (TCA) will be increased by \$202,450 which is funded by Sales Tax Realignment revenue. The TCA for FY 2011-12 will increase to \$404,900.
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 FY will not exceed an increase of 10 percent from the last Board-approved TCA; 2) sufficient funds are available in the approved FY 2011-12 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 (CEO) of amendments in writing within 30 days after execution of each amendment.

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

Board approval is required to extend the term of the existing Agreement with MHAS from January 1, 2012, through June 30, 2012. The extension will ensure that there is no interruption in the delivery of services for severely and persistently mentally ill adults and children with Special Education needs who benefit from services provided by MHAS while the Department of Mental Health (DMH) completes a Request for Proposals (RFP) solicitation for the services performed in the Agreement.

MHAS is a non-profit organization that provides legal services for people with mental and developmental disabilities. MHAS specializes in assisting severely and persistently mentally ill adults through the application process for Supplemental Social Security (SSI)/Medi-Cal benefits. MHAS also offers education and legal advocacy for low income parents of disabled school-aged children to access Special Education services which they are entitled to under federal and State laws.

On June 9, 2010, DMH obtained your Board's approval to extend the term of the existing Agreement with MHAS to allow time for the development of a RFP solicitation. In this same Board letter, there was an option to extend the Agreement for an additional six months. DMH exercised its delegated authority and extended the Agreement effective July 1, 2011, to December 31, 2011.

Due to Departmental priority assignments such as 1115 Waiver Demonstration Project (California Bridges to Reform) and Mental Health Services Act Request for Services, DMH continues to work on the finalization of the RFP document and requires additional time to complete this solicitation process. Upon successful completion of the evaluation process, DMH will return to your Board to seek approval to award to the successful proposer of the RFP.

### **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 MHAS in FY 2011-12 will increase to \$404,900, funded with Sales Tax Realignment revenue. Funding is included in DMH's FY 2011-12 Final Adopted Budget. Future funding will be requested through DMH's annual budget process.

There is no net County cost 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 format has been approved as to form by County Counsel. The CEO has been advised of the proposed actions. DMH will continue to supervise and monitor Contractor's adherences to the Agreement's provisions to ensure quality services are provided to clients.

### **CONTRACTING PROCESS**

Solicitation requirement processes and time limitations prevented DMH from completing the entire solicitation process. The final award recipient is anticipated to be determined during the extension period of January 1, 2012, through June 30, 2012. The following steps are pending with this RFP: release of the solicitation document, the bidders' conference, and the evaluation process. It is anticipated that the selected awardee will render services for a three-year term, beginning FY 2012-13.

DMH will return to your Board to request authority to award an advocacy services contract to the successful proposer.

### **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.

The Honorable Board of Supervisors

11/29/2011

Page 4

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Mg Southard". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

MARVIN J. SOUTHARD, D.S.W.

Director of Mental Health

MJS:CW:RK

Enclosures

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

AMENDMENT NO. 3

THIS AMENDMENT is made and entered into this \_\_\_ day of \_\_\_, 2011, 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 2011-12, County and Consultant intend to amend Agreement to extend the term of this Agreement for six months of FY 2011-12, beginning **January 1, 2012** through **June 30, 2012** to allow for the completion of the Request for Proposals (RFP) solicitation process for mental health advocacy services; and

WHEREAS, the remaining Total Contract Amount (TCA) for FY 2011-12 to cover the six month 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 2011-12, County and Consultant amend Agreement to extend the term of the Agreement for six months, beginning January 1, 2012 through

June 30, 2012 to allow for the completion of the RFP solicitation process. For FY 2011-12, the remaining TCA shall be \$202,450.

2. Exhibit B-1 (Fee Schedule) shall be revised and replaced with Exhibit B-2 (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.

/

/

/

/

/

/

/

/

/

/

/

/

/

/

/

/

/

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 – 2010-11 – Amend no 3 092611

**MENTAL HEALTH ADVOCACY SERVICES  
FISCAL YEAR 2011-12  
SIX MONTHS EXTENSION**

**BUDGET**

**Exclusively for Fiscal Year 2011-12 only (January 1, 2012 to June 30, 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).**