



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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ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

July 17, 2012

15 July 17, 2012

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

Sachi A. Hamai
SACHI A. HAMAI
EXECUTIVE OFFICER

Dear Supervisors:

**RECOMMENDATION 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 contracts to add education assessments for Probation crossover youths referred through the Welfare and Institutions Code (WIC) 241.1 Multidisciplinary Team (MDT) process. The current contract will expire on June 30, 2013.

IT IS RECOMMENDED THAT YOUR BOARD:

- 1) Delegate authority to the Director of DCFS, or designee, to execute amendments, substantially similar to Attachment 1, with the 14 contractors listed in Attachment 2. The amendment will incorporate the Contractors' provision of education assessments for cases referred through the WIC 241.1 MDT process at no additional cost to the County. The annual cost of the 14 Contracts is \$1,008,000 and is 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) 2012-13 Adopted Budget. The Director will notify the Board and the Chief Executive Office (CEO) in writing within ten business days after the execution.
- 2) Delegate authority to the Director of DCFS, or designee, to execute further amendments to the Contract for non-material changes provided that: a) prior County Counsel and CEO approvals are obtained; and b) the Director of DCFS notifies your Board and the CEO in writing within ten working days of execution of such amendments.

3) Delegate authority to the Director of DCFS, or designee, to execute amendments to the Contracts to facilitate any changes that are required by the COUNTY, State, Federal Government, School Districts, or Schools, including new or revised referral systems, organizational structures, policies, regulations and laws, provided that: a) prior County Counsel and CEO approvals are obtained, and b) the Director of DCFS notifies your Board and the CEO in writing within ten working days of execution of such amendments.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The recommended actions will allow 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 proposed amendments will revise the Contracts to incorporate the Contractors' provision of education assessments for cases referred through the WIC 241.1 MDT process. The contracts will expire June 30, 2013.

The Education Consultant Services program has provided support to CSWs and caregivers to: 1) Efficiently and effectively address foster children's academic challenges; 2) Assist foster children's enrollment into school within 48 hours of referral; 3) Advocate to ensure due process in cases of opportunity transfer, suspension, and/or expulsion; 4) Assist CSWs in encouraging schools to adhere to special education laws and timelines; 5) Advocate for referred children to ensure their receipt of full or partial credit for coursework successfully completed; 6) Advocate for children's special education needs; 7) Obtain past and present school records; and 8) Complete and present Education Assessments at 241.1 MDT Document and Assessment Meetings.

During the 2010-2011 FY, the Education Consultant Services program has resolved 5,893 educational challenges for 2,898 youth. For the first half of the 2011-2012 FY, 2,550 educational challenges were addressed for 1,148 youth.

Implementation of Strategic Plan Goals

This amendment is consistent with the principles of the Countywide Strategic Plan Goal #5, Children and Families' Well-Being. The recommended actions will enable DCFS to provide services with the intent of improving the educational and social well-being of children in Los Angeles County, as measured by the achievements in the five outcome areas adopted by the Board: 1) good health; 2) economic well-being; 3) safety and survival; 4) social and emotional well-being; and 5) educational/workforce readiness.

FISCAL IMPACT/FINANCING

The Maximum Annual Contract amount of the 14 Contracts is \$1,008,000. The contracts costs are funded using 36 percent (\$362,880) Federal revenue, 33 percent (\$332,640) State revenue, and 31 percent (\$312,480) net County cost (NCC). There are no additional costs for these amendments. Sufficient funding has been included in the Department's FY 2012-13 Adopted Budget.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The Contractors provide education system advocacy on behalf of foster children and assist with administrative processes to allow foster children to improve academically. The amendments will

include a provision in the SOW that reserves the COUNTY's right to revise the SOW to facilitate any changes in processes and requirements of the COUNTY, State, and Federal Government, School Districts, and Schools, including new or revised referral systems, organizational structures, policies, regulations, and laws.

The original term of the 14 contracts adopted by your Board on June 9, 2010, was from July 1, 2010 to June 30, 2011.

On April 27, 2010, your Board directed the CEO, Auditor-Controller, County Counsel, and the Director of Internal Services to establish a work group to develop a mechanism to alert departments of poorly performing contractors. As a result, the County developed the Contractor Alert Reporting Database (CARD), which uses the County's existing enterprise-based eCAPS System to track poorly performing contractors. The amendments will include the CARD provision.

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

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

CONTRACTING PROCESS

On August 19, 2009, DCFS released the Request for Statement of Qualifications (RFSQ) for Education Consultant Services and notified 149 interested parties by mail or by e-mail. DCFS advertised the RFSQ on the County's and DCFS' websites and on "Edjoin.org." DCFS received Statements of Qualifications (SOQs) from 28 prospective contractors. The SOQs were evaluated and scored by a team of qualified managers. Of the 28 SOQs received, 18 demonstrated responsiveness and responsibility. Debriefings were conducted and two Requests for Contractor Selection Review forms were received, for which responses were provided. No County Review Panel Request forms were received.

An interview process was utilized to select from the 18 qualified prospective contractors for 14 regional offices. The interview panel used scripted questions to judge prospective contractors' knowledge of AB490 and administrative processes in a face-to-face setting without the aid of research material. The four non-selected, qualified prospective contractors were placed on a list for future contract consideration.

The solicitation is 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.

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 these Contracts.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

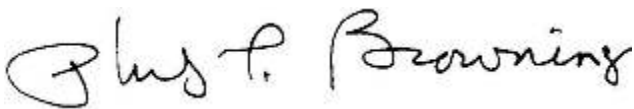
Approval of this contract amendment will allow DCFS to obtain Contractors' assistance in providing education assessments for cases referred through the WIC 241.1 MDT process in all Supervisorial Districts.

CONCLUSION

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

1) Department of Children and Family Services
Attention: Kimberly A. Foster, Section Manager
425 Shatto Place, Room 400
Los Angeles, California 90020

Respectfully submitted,



PHILIP L. BROWNING

Director

PLB:CMM
KAF:FC:mr

Enclosures

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



AMENDMENT NUMBER ONE

TO

EDUCATION CONSULTANT SERVICES CONTRACT, NUMBER _____

WITH

**AMENDMENT NUMBER ONE
TO EDUCATION CONSULTANT SERVICES CONTRACT**

This Amendment Number One ("Amendment") to Education Consultant Services Contract, ("Contract") with _____, Contract Number _____, adopted by the Board of Supervisors on June 9, 2010, is made and entered into by and between the County of Los Angeles, ("COUNTY"), and _____, ("CONTRACTOR"), on this ___ day of _____ 2012.

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; and

WHEREAS, the contract is modified to update and add a new provision, and;

WHEREAS, the contract is modified to update the Statement of Work (Exhibit A);

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

1. **Section 63.0, CONTRACTOR ALERT REPORTING DATABASE (CARD)** is added to read as follows:

The COUNTY maintains databases that track/monitor contractor performance history. Information entered into such databases may be used for a variety of purposes, including determining whether the COUNTY will exercise a contract term extension option.

2. Delete in its entirety Exhibit A, STATEMENT OF WORK, and replace it with Exhibit A, STATEMENT OF WORK (REVISED 2012), which is hereto attached.

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

**AMENDMENT NUMBER ONE
TO EDUCATION CONSULTANT SERVICES CONTRACT**

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 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 _____

Tax Identification Number

APPROVED AS TO FORM:

THE OFFICE OF COUNTY COUNSEL
JOHN KRATTLI, ACTING COUNTY COUNSEL

BY _____
David Beaudet
Principal Deputy County Counsel

**EDUCATION CONSULTANT SERVICES FOR CONTRACT
PERIOD 7/01/2012 TO 6/30/2013**

CONTRACTOR NAME	CONTRACT NO.	MAXIMUM ANNUAL CONTRACT SUM
Shaw, Shirley	09-007-01	\$72,000
Sharma, Dinesh	09-007-02	\$72,000
Gabaldon, Nadia	09-007-03	\$72,000
Harrahill, Rosemary	09-007-04	\$72,000
Lopez-Reid, Norma	09-007-13	\$72,000
Boddula, Chethan	09-007-05	\$72,000
Del Castillo, Annalisa	09-007-06	\$72,000
Saenz, Fatima G.	09-007-08	\$72,000
Von Bleich, Juergen M.A.	09-007-10	\$72,000
Dillard, Christina	09-007-11	\$72,000
Lawson English, Verle	09-007-14	\$72,000
Dean, Sylvia M.	09-007-15	\$72,000
Finlay, Deborah	09-007-16	\$72,000
Castro, Sharon M.	09-007-17	\$72,000