



County of Los Angeles
DEPARTMENT OF PUBLIC SOCIAL SERVICES
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SHERYL L. SPILLER
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ADOPTED

BOARD OF SUPERVISORS
 COUNTY OF LOS ANGELES

March 19, 2013

20 March 19, 2013

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 EXTEND SEVEN REFUGEE EMPLOYMENT PROGRAM SERVICES
 CONTRACTS
 (ALL DISTRICTS - 3 VOTES)**

SUBJECT

The Department of Public Social Services (DPSS) seeks a month-to-month extension of the current Refugee Employment Program (REP) contracts with the five agencies listed in Enclosure I, for up to three months effective April 1, 2013. The extension will allow DPSS to continue to provide services to the County of Los Angeles (County) refugee populations.

IT IS RECOMMENDED THAT THE BOARD:

1. Delegate authority to the Director of DPSS or her designee to execute amendments with the five agencies listed in Enclosure I, substantially similar to the attached amendment (Enclosure II). The amendment will extend the contracts on a month-to-month basis for up to three months effective April 1, 2013 through June 30, 2013, at an estimated cost of \$849,940. The estimated cost is funded through Refugee Social Services (RSS) and Targeted Assistance (TA) grants. There is no net County cost associated with this Program as it is fully funded by federal grants.
2. Delegate authority to the Director of DPSS or her designee to prepare and sign amendments to each contract to add any relevant updated terms and conditions that result in an increase, or decrease of no more than ten percent of the original contract amounts when the change is necessitated by additional and necessary services that are required in order to comply with changes in federal, State, or County requirements. The approval of County Counsel will be obtained prior to executing amendments.
3. Delegate authority to the Director of DPSS or her designee to prepare and sign amendments to

increase or decrease contract amounts based on the implementation or the elimination of sequestration cuts to federal funding for the contracts.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The recommended action will allow DPSS to continue to provide vital REP services to the County's refugee population while the contract solicitation protest process is completed. REP services include acculturation, employment, training, educational and other non-traditional specialized services to assist refugees to obtain and retain employment while becoming acclimated to their new environment. The current REP contracts are set to expire on March 31, 2013.

On March 5, 2012, DPSS released a Request for Proposals (RFP) for Refugee Employment Services. Proposals were due on March 6, 2012. The proposal evaluation process was completed and five agencies were selected for recommendation for contract award. Under the RFP, non-selected proposers have protest rights including a departmental review and an appeal to a County Review Panel. One non-selected proposer submitted a protest.

The departmental review has been completed. If the non-selected proposer is not satisfied with the results of the departmental review, the proposer may request a County Review Panel. The County Review Panel process may take up to four weeks to reach a decision.

Depending on the results of the County Review Panel, the Department will return to the Board in May 2013, seeking approval of new three-year contracts. However, it is necessary to extend the current contracts to allow for the completion of the protest process. In addition, because of a reduction in the service areas and a change in the contractors providing services, a 30-day transition period is required in order to transition participants. The new contracts will need to be in place approximately 30 days before the expiration of the current contracts.

In order to ensure the least amount of disruption and maintain a seamless transition for the clients and contractors, a definitive start date for the new contracts is needed prior to initiating the transition and case transfer process. The transition of the current clients will be limited to those clients whose provider will no longer have REP contracts. The Department will not have sufficient time to implement the case transfer process prior to the expiration of the current contracts, March 31, 2013.

The Department will initiate the new contracts prior to the end of the three-month extension if the non-selected proposer does not request a County Review Panel.

The California Department of Social Services approved the extension of the current REP contracts for three months.

Implementation of Strategic Plan Goals

The recommended action is consistent with the principles of the Countywide Strategic Plan Goal #1: Maximize the effectiveness of the County's processes, structure and operations to support timely delivery of customer-oriented and efficient public services.

FISCAL IMPACT/FINANCING

The REP contracts are funded through RSS/TA grants allocated to the County by the federal Office of Refugee Resettlement, through the State Refugee Programs Bureau. There is no net County cost

associated with this Program as it is fully funded by federal grants. The total estimated cost of the seven REP contracts for the three-month extension is \$849,940. The cost of the amendments is included in the Department's Fiscal Year 2012-13 Budget.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The current contracts for these services expire March 31, 2013. The recommended contract amendments will extend the current contracts at the same flat monthly fee per participant. The contracts include performance outcomes that measure contractor performance in the areas of employment, work participation, and sanctions.

County Counsel has reviewed this Board letter. The contract amendments have been approved as to form by County Counsel. The contractors are in compliance with County (Board, Chief Executive Office, and County Counsel) requirements.

CONTRACTING PROCESS

The REP services contracts were awarded in 2008, as a result of a RFP process. The contracts began on April 1, 2008, with an expiration of March 31, 2011, and amended for two 12-month periods, through March 31, 2013.

The month-to-month contract extensions are needed to allow DPSS to continue to provide vital REP services to the County's refugee population while the contract solicitation protest process is completed.

CONTRACT PERFORMANCE

Monitoring of the REP services contracts is performed on a semi-annual basis. Based on the monitoring results for the period of April 1, 2012 through September 1, 2012, overall, the contractors are in compliance with the contract requirements.

The expected performance outcomes for these contracts is to (1) increase employment for REP participants, (2) reduce sanctions for REP CalWORKs participants, and (3) increase the work participation rate for REP participants.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

The recommendation will permit the uninterrupted provision of REP services to eligible refugees. The recommended action will not infringe on the role of the County in relationship to its residents and the County's ability to respond to an emergency will not be impaired. There is no change in risk exposure to the County.

CONCLUSION

The Executive Officer, Board of Supervisors, is requested to return one adopted, stamped Board letter to the Director of DPSS.

The Honorable Board of Supervisors

3/19/2013

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Respectfully submitted,

A handwritten signature in cursive script that reads "Sheryl L. Spiller".

SHERYL L. SPILLER

Director

SLS:vo

Enclosures

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

**REFUGEE EMPLOYMENT PROGRAM SERVICES
ESTIMATED CONTRACT AMOUNTS BY AGENCY
FOR MONTH-TO-MONTH EXTENSION**

APRIL 1, 2013 – JUNE 30, 2013

Agency	REP Service Area	Supervisory District	Estimated Monthly Cost	Estimated FY 2012-2013 Cost (3 Months) April 2013 – June 2013
International Institute of Los Angeles	I	1, 3, 5	\$40,269	\$120,807
International Institute of Los Angeles	II	1, 2, 3, 4, 5	\$40,269	\$120,807
Armenian Relief Society of Western USA	III	1, 2, 3, 5	\$40,402	\$121,206
Jewish Vocational Service	IV	1, 2, 3, 4, 5	\$47,500	\$142,500
Armenian Relief Society of Western USA	V	5	\$39,689	\$119,067
Catholic Charities of Los Angeles	VI	3, 5	\$45,035	\$135,106
Community Enhancement Services	VII	1, 3, 5	\$30,149	\$90,447
Estimated Total Cost:			\$283,313	\$849,940

**AMENDMENT NUMBER FIVE
TO THE REFUGEE EMPLOYMENT PROGRAM SERVICES
IN SERVICE AREA X CONTRACT**

Reference is made to the document entitled, "*Contract By And Between County of Los Angeles And Contractor For Refugee Employment Program Services In Service Area X*", dated April 1, 2008 and further identified as County Contract Number REP0800X, Amendment Number One, dated February 12, 2009, Amendment Number Two, dated May 20, 2009, Amendment Number Three, dated March 16, 2011, and Amendment Number Four, dated March 29, 2012.

Effective upon the signature of the Director of the Department of Public Social Services, the Contract is amended as follows:

I. SECTION 4.0, TERM OF CONTRACT, Section 4.1, Subsection 4.1.3 is added as follows:

4.1.3 Notwithstanding any other provision of this Contract, the term of the Contract shall be extended on a month-to-month basis not to exceed three months from April 1, 2013 through June 30, 2013, unless notice is given by County to CONTRACTOR ten calendar days prior to the start of any such month that it shall not be extended for the upcoming month.

II. SECTION 5.0, CONTRACTOR PAYMENT, Subsection 5.2, Maximum Contract Amount, is revised as follows:

The maximum cumulative Contract amount of this Contract is \$X,XXX,XXX for the Contract period effective April 1, 2008 through June 30, 2013. The total maximum cumulative amount is conditioned on the continuing availability of Refugee Social Services/Targeted Assistance funds. Future funding will be contingent upon the availability of funds subsequent to the release of the State allocation and may be subsequently adjusted based on that allocation.

CONTRACTOR shall not be paid for any Contract expenditures that exceed the maximum cumulative Contract amount and CONTRACTOR agrees that COUNTY has no obligation, whatsoever, to pay for any expenditures that exceed the maximum cumulative Contract amount. Any expenditures that exceed the maximum cumulative Contract amount shall become the fiscal responsibility of CONTRACTOR.

There is no guarantee that CONTRACTOR will receive the cumulative maximum Contract amount.

5.2.1 For the period of April 1, 2008 through March 31, 2012, CONTRACTOR shall not exceed each Fiscal Year's annual budgeted amount and shall not roll over

unspent REP Funds to the following Fiscal Year. The maximum Contract amount for each Fiscal Year shall be as follows:

Fiscal Year 2007-08	\$XXX,XXX (3 months)
Fiscal Year 2008-09	\$XXX,XXX
Fiscal Year 2009-10	\$XXX,XXX
Fiscal Year 2010-11	\$XXX,XXX
Fiscal Year 2011-12	\$XXX,XXX (9 months)

These Fiscal Year amounts are contingent upon the availability of funds.

5.2.2 For the period of April 1, 2012 through March 31, 2013, the maximum Contract amount for each one month term shall be \$XX,XXX, with a maximum cumulative total of \$XXX,XXX.

CONTRACTOR may roll over unused funds from one month term to the next one month term (when the Contract is extended to the next month) for the one month terms of April 1, 2012 through June 30, 2012 and July 1, 2012 through March 31, 2013. Funds may not be rolled over for the one month term of June 2012 through July 2012 as they are part of two different Fiscal Years.

The CONTRACTOR shall not roll over funds from one Fiscal Year to any other period or Fiscal Year.

5.2.3 For the period of April 1, 2013 through June 30, 2013, the maximum Contract amount for each one month term shall be \$XX,XXX, with a maximum cumulative total of \$XXX, XXX.

CONTRACTOR may roll over unused funds from one month term to the next one month term (when the Contract is extended to the next month) for the one month terms of April 1, 2013 through June 30, 2013.

III. ATTACHMENT B-2, CONTRACTOR'S MONTHLY BUDGET FOR THE PERIOD APRIL 1, 2013 THROUGH JUNE 30, 2013, is added and attached hereunder.

All other terms and conditions remain in full force and effect.

IN WITNESS WHEREOF, the Board of Supervisors of the COUNTY of Los Angeles has caused this Amendment Number Five to be subscribed on its behalf on the ____ day of _____, 2013 by the Director of the Department of Public Social Services and the CONTRACTOR has subscribed the same through its authorized officer. The person(s) signing on behalf of CONTRACTOR warrants under penalty of perjury that he or she is authorized to bind CONTRACTOR and that he or she holds the stated position noted below.

COUNTY OF LOS ANGELES

By _____
Sheryl L. Spiller, Director
Department of Public Social Services

CONTRACTOR

By _____
CONTRACTOR'S REPRESENTATIVE, TITLE

By _____
CONTRACTOR'S REPRESENTATIVE, TITLE

**APPROVED AS TO FORM:
JOHN KRATTLI, COUNTY COUNSEL**

By _____
Melinda White-Svec
Deputy County Counsel

Attachment B-2

**CONTRACTOR'S MONTHLY BUDGET
FOR THE PERIOD OF
APRIL 1, 2013 THROUGH JUNE 30, 2013**