



County of Los Angeles
DEPARTMENT OF CHILDREN AND FAMILY SERVICES

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

BOBBY D. CAGLE
Director

BRANDON T. NICHOLS
Chief Deputy Director

ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

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August 06, 2019

23 August 6, 2019

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

CELIA ZAVALA
EXECUTIVE OFFICER

Dear Supervisors:

AMENDMENT NUMBER FIVE TO CONTRACT NUMBER 11-012-01 WITH THE NATIONAL COUNCIL ON CRIME AND DELINQUENCY FOR SAFEMEASURES® SUBSCRIPTION AND STRUCTURED DECISION MAKING® SUPPORT SERVICES

(ALL SUPERVISORIAL DISTRICTS) (3 VOTES)

**CIO RECOMMENDATION: APPROVE (X) APPROVE WITH MODIFICATION ()
DISAPPROVE ()**

SUBJECT

The Department of Children and Family Services (DCFS) seeks delegated authority to execute Amendment Number Five to Contract Number 11-012-01 with National Council on Crime and Delinquency (NCCD) for SafeMeasures® Subscription and Structured Decision Making® (SDM) Support Services to amend the contract to increase the Maximum Contract Amount by \$128,000 to provide additional technical assistance for the SDM System Fidelity Review and Practice Improvement Activities.

IT IS RECOMMENDED THAT THE BOARD:

Delegate authority to the Director, or designee, to execute an Amendment, substantially similar to the attached sample Amendment, to add additional services and increase the Maximum Contract Amount for Contract year 2019 by \$128,000 from \$519,550 to \$647,550. The total Maximum Contract Amount will increase from \$1,279,440 to \$1,407,440. This contract is financed using 22.5% Federal and 77.5% Local Funds. Sufficient funding is included in the Department's FY 2019 - 2020 Adopted Budget.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The recommended action will improve the accuracy, consistency, and equity of caseworker decisions making and support the SDM System Fidelity Review and Practice Improvement Activities by providing additional technical consultant assistance. Based on the January 29, 2019 System Fidelity Review for Hotline and Emergency Response, DCFS Leadership and the SDM Core Team identified priority areas in policy, practice, and data that need to be addressed in order for DCFS to use the SDM system with high fidelity. The SDM Core Team identified three workgroups to: (1) address the use of the SDM hotline tool as part of prevention and community referrals; (2) resolve inconsistent safety assessments and improve alignment between the SDM safety assessment and core practice model activities; and (3) develop a comprehensive intervention policy that includes best practice application to help make case promotion decisions at the end of an investigation.

NCCD is the State approved vendor and sole proprietor of the SafeMeasures and SDM services. The SafeMeasures subscription renewal continues to provide the County of Los Angeles (County) access to a valuable online reporting service. There is no other data reporting system with similar capabilities and features that incorporates Child Welfare Services/Case Management System (CWS/CMS) data, Child and Family Services Review (CFSR) measures, and SDM data, including specialized referral alerts.

The SDM Application is a collection of research-based and actuarial tools designed to enhance decision-making at key points during the life of a case for case-specific evaluation and assessment. These contracted services are required to maintain SDM fidelity to continue the review of the implementation of the SDM application, discuss issues that are identified in the annual SDM Report, and design problem-solving strategies to improve SDM practice in the County. In addition, these services will aid development of: (1) a SDM Core Team to oversee enhancing implementation, (2) an SDM system fidelity review to help identify how SDM components are currently being used in real-time DCFS practice and (3) a series of system improvement activities designed to help DCFS staff and leadership better use, understand, and receive the most value from the SDM system.

Implementation of Strategic Plan Goals

The recommended actions are consistent with the principles of the Countywide Strategic Plan Goal No. 3, Realize Tomorrow's Government Today: Prioritize and Implement Technology Initiatives that Enhance Service Delivery and Increase Efficiency.

FISCAL IMPACT/FINANCING

This Amendment increases the Maximum Contract Amount for Contract year 2019 by \$128,000 from \$519,550 to \$647,550. The total Maximum Contract Amount will increase from \$1,279,440 to \$1,407,440. This contract is financed using 22.5% Federal and 77.5% Local Funds. Sufficient funding is included in the Department's FY 2019 2020 Adopted Budget.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

In 1998, NCCD implemented SDM in California and NCCD has provided SDM services to California counties for over 15 years. The California SDM model includes: a Hotline Tool to screen referrals received and determine how quickly a response must be made; a Safety Assessment to determine if it is safe for a child to remain home; a Family Risk Assessment to determine if the future risk is enough to warrant a case to be open; a Family Strength and Needs Assessment to determine the needs, strengths and services a family will need; a Reunification Assessment to determine if children

are able to return home; an In-Home Family Assessment to determine if a Family Maintenance case can be closed or if the children will remain home; and a Substitute Care Provider Safety Assessment to determine if it is safe for a child to remain in their current Out-of-Home placement.

On December 20, 2011, the Board approved a Sole Source Contract with NCCD effective January 1, 2012 and approved subsequent amendments to extend the contract.

On December 5, 2017, the Board approved Amendment Three to extend the Contract effective January 1, 2018 through December 31, 2020, increase the Annual Maximum Contract Sum by ten percent, and add the option to extend the contract on an annual basis, provided that NCCD continues to remain the sole provider of the SDM services for CDSS.

On May 8, 2018, the Board approved Amendment Four to increase the Maximum Contract Amount greater than ten percent to add additional services.

On June 27, 2019, in accordance with Board Policy No. 5.120, the Department notified the Board of its intent to request delegated authority to execute an Amendment to increase Maximum Contract Amount for an amount greater than ten percent.

The Chief Information Officer (CIO) recommends approval of Amendment Five. The CIO determined that because this requested action funds additional consulting services and does not include any technology related changes, no formal CIO Analysis is required. The CEO and County Counsel reviewed the Board letter, Amendment, and Exhibit. The Amendment was approved as to form by County Counsel.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Approval of the proposed recommendation will allow DCFS to address recommendations from The Office of Child Protection, The California State Auditor and DCFS SDM Core Team to improve the accuracy, consistency, and equity of casework decision making. NCCD will provide the DCFS with technical assistance in the form of facilitation. NCCD will facilitate nine workgroups sessions, two onsite and one remote, for each of the following assessment areas (hotline, safety and risk) where there are needed policy and practice changes. These workgroups shall be responsible for making recommendations to the DCFS Executive Team about key changes needed during the Contract year 2019. In addition, NCCD will provide DCFS with two additional Ad Hoc Onsite Meetings during the Contract Year 2019 to respond to the findings from Part 2 of the SDM Fidelity Review, which focuses on Dependency Investigations/Continuing Services.

This will allow SDM system improvement efforts to ensure clear alignment between the SDM system and DCFS policy, thoughtful integration of SDM assessments with the DCFS Core Practice Model and better use of SDM aggregate data in DCFS Continuous Quality Improvement activities to ensure high-fidelity implementation of SDM.

CONCLUSION

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

The Honorable Board of Supervisors

8/6/2019

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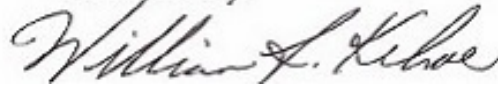
Respectfully submitted,



BOBBY D. CAGLE

Director

Reviewed by:



WILLIAM KEHOE

Chief Information Officer

BDC:KR LTI:EO:js Attachment

Enclosures

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



AMENDMENT NUMBER FIVE

TO

**SAFEMEASURES® SUBSCRIPTION AND STRUCTURED DECISION
MAKING® SUPPORT SERVICES**

CONTRACT NUMBER 11-012-01

WITH

NATIONAL COUNCIL ON CRIME AND DELINQUENCY (NCCD)

August 2019

**COUNTY OF LOS ANGELES
DEPARTMENT OF CHILDREN AND FAMILY SERVICES
AMENDMENT NUMBER FIVE TO
SAFEMEASURES® SUBSCRIPTION AND STRUCTURED DECISION MAKING®
SUPPORT SERVICES CONTRACT NUMBER 11-012-01**

SafeMeasures® Subscription and Structured Decision Making® Support Services (hereinafter referred to as "Contract").

This Amendment is made and entered into this _____ day of _____ 2019, by and between the County of Los Angeles, hereinafter referred to as "COUNTY" and National Council on Crime and Delinquency (NCCD), hereinafter referred to as "CONTRACTOR." National Council on Crime and Delinquency (NCCD) is located at _____.

WHEREAS, pursuant to Government Code Sections 26227, 31000 and 53703, COUNTY is permitted to contract for services; and

WHEREAS, the CONTRACTOR was appointed by the California Department of Social Services (State) to initiate the Structured Decision Making project in 1998 and has remained the State approved CONTRACTOR for providing these services under contract for over 15 years; and

WHEREAS, the CONTRACTOR is the only provider of the Structured Decision Making® application; and

WHEREAS, COUNTY has been using the research-based and actuarial tools to better assist social workers in evaluation and decision making pertaining to case and placement quality and stability that the CONTRACTOR developed, implemented and technically supports; and

WHEREAS, this Amendment is prepared pursuant to the provisions set forth in Section 7.0, Changes and Amendments; and

NOW, THEREFORE, COUNTY and CONTRACTOR agree to modify the SafeMeasures® Subscription and Structured Decision Making® Support Services Contract as follows:

1. Part I, Unique Terms and Conditions, Section 4.0 Contract Sum, Sub-section 4.1.4 is added as follows:
 - 4.1.4 The maximum Contract amount from January 1, 2019 through December 31, 2019 is \$647,550.
2. Exhibit AA: Statement of Work, Part C – Services Description, Section 2.0 Scope of Work, Sub-Section 2.1.7.6 is added as follows:

2.1.7.6 ER Policy and Practice Workgroups – CONTRACTOR shall provide DCFS staff with technical assistance in the form of facilitation. CRC shall facilitate nine workgroups, two onsite and one remote, for each of the following assessment areas (hotline, safety, and risk) where policy and practice changes are needed. These workgroups shall be responsible for making recommendations to the DCFS Executive Team and key changes needed during the Contract year 2019.

3. Exhibit AA: Statement of Work, Part C – Services Description, Section 2.0 Scope of Work, Sub-Section 2.1.8 is revised as follows:

2.1.8 Project Management/Ad Hoc Meeting and Support

Project Management/Ad Hoc Meetings and Support – CONTRACTOR shall facilitate two additional AD Hoc onsite meetings per year upon request by DCFS, for coordination, stakeholder presentations and project management. In addition, CONTRACTOR shall provide DCFS with two additional AD Hoc Onsite Meetings during the Contract year 2019 to respond to the findings from Part 2 of the SDM Fidelity Review, which focuses on Dependency Investigations/Continuing Services.

4. Exhibit A-2, Pricing Schedule is deleted in its entirety and replaced with Exhibit A-2a as attached to this Amendment.
5. Part II, Standard Terms and Conditions, Section 67.0 Compliance with County Policy of Equity is added as follows:

67.0 COMPLIANCE WITH COUNTY POLICY OF EQUITY

The contractor acknowledges that the County takes its commitment to preserving the dignity and professionalism of the workplace very seriously, as set forth in the County Policy of Equity (CPOE) (<https://ceop.lacounty.gov/>). The contractor further acknowledges that the County strives to provide a workplace free from discrimination, harassment, retaliation and inappropriate conduct based on a protected characteristic, and which may violate the CPOE. The contractor, its employees and subcontractors acknowledge and certify receipt and understanding of the CPOE. Failure of the contractor, its employees or its subcontractors to uphold the County's expectations of a workplace free from harassment and discrimination, including inappropriate conduct based on a protected characteristic, may subject the contractor to termination of contractual agreements as well as civil liability.

6. Part II, Standard Terms and Conditions, Section 68.0 Default Method of Payment: Direct Deposit or Electronic Funds Transfer is added as follows:

68.0 DEFAULT METHOD OF PAYMENT: DIRECT DEPOSIT OR ELECTRONIC FUNDS TRANSFER

- 68.1 The County, at its sole discretion, has determined that the most efficient and secure default form of payment for goods and/or services provided under an agreement/ contract with the County shall be Electronic Funds Transfer (EFT) or direct deposit, unless an alternative method of payment is deemed appropriate by the Auditor-Controller (A-C).
- 68.2 The Contractor shall submit a direct deposit authorization request via the website <https://directdeposit.lacounty.gov> with banking and vendor information, and any other information that the A-C determines is reasonably necessary to process the payment and comply with all accounting, record keeping, and tax reporting requirements.
- 68.3 Any provision of law, grant, or funding agreement requiring a specific form or method of payment other than EFT or direct deposit shall supersede this requirement with respect to those payments.
- 68.4 At any time during the duration of the agreement/contract, a Contractor may submit a written request for an exemption to this requirement. Such request must be based on specific legal, business or operational needs and explain why the payment method designated by the A-C is not feasible and an alternative is necessary. The A-C, in consultation with the contracting department(s), shall decide whether to approve exemption requests.

- 7. Part II, Standard Terms and Conditions, Section 69.0 Compliance with Fair Chance Employment Practice is added as follows:

69.0 COMPLIANCE WITH FAIR CHANCE EMPLOYMENT PRACTICES

Contractor shall comply with fair chance employment hiring practices set forth in California Government Code Section 12952, Employment Discrimination: Conviction History. Contractor's violation of this paragraph of the Contract may constitute a material breach of the Contract. In the event of such material breach, County may, in its sole discretion, terminate the Contract.

- 8. Attachment Q, Compliance with Fair Change Employment Hiring Practices Certification is added to this Amendment.

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

**COUNTY OF LOS ANGELES
DEPARTMENT OF CHILDREN AND FAMILY SERVICES
AMENDMENT NUMBER FIVE TO
SAFEMEASURES® SUBSCRIPTION AND STRUCTURED DECISION MAKING®
SUPPORT SERVICES CONTRACT NUMBER 11-012-01**

IN WITNESS WHEREOF, the Board of Supervisors of the COUNTY of Los Angeles has caused this Amendment to be subscribed on its behalf by the Director of the Department of Children and Family Services and the CONTRACTOR has subscribed the same through its authorized officers, as of the day, month, and year first above written. The persons signing on behalf of the CONTRACTOR warrant under penalty of perjury that they are authorized to bind the CONTRACTOR.

COUNTY OF LOS ANGELES

CONTRACTOR

National Council on Crime and
Delinquency

By: _____
BOBBY D. CAGLE, DIRECTOR
Department of Children and
Family Services

By: _____

Name: _____

Title _____

By: _____

Name: _____

Title _____

Tax Identification Number

APPROVED AS TO FORM:
BY THE OFFICE OF COUNTY COUNSEL
MARY C. WICKHAM

By: _____
David Beaudet, Senior Deputy County Counsel

EXHIBIT A-2a PRICING SCHEDULE

The pricing indicated in this Exhibit A-2a, Pricing Schedule, represents the Maximum Annual Contract Sum, and is inclusive of all costs necessary to support and maintain the use of SDM by the County. All support necessary to be provided by CONTRACTOR to maintain and successfully enable the COUNTY to use the SDM process and its application. CONTRACTOR and COUNTY agree that the amount stated herein is the Maximum Annual Contract Sum that the COUNTY will pay for successful delivery of the services described in this Contract. The amounts listed herein are maximum estimates and actual costs may be lower based on actual service rendered by CONTRACTOR and shall not be reimbursed for any increase in actual workload due to unforeseen circumstances, legislative actions, or any other contributing factor.

CONTRACTOR shall provide services and support for three years to DCFS for a total of \$1,407,440 for access to the Structured Decision Making® Child Protective Services (CPS) model, web applications, SafeMeasures® quality assurance reporting service, and SDM Consulting and Technical Assistance Support. The Pricing Schedules of goods and services will be provided in the following four categories:

Pricing Schedule for Years One, Two and Three	
SafeMeasures Subscription Renewal Fee	
Cost Per Year: 2018-2020	
SafeMeasures Subscription Cost Per Month	\$9,174.17
TOTAL COST PER YEAR	\$110,090
Note: CONTRACTOR Shall bill DCFS on a Monthly basis. A daily or hourly prorated cost will be applied for any day(s) or hours where SDM system services are not rendered.	

Pricing Schedule for Years One, Two and Three
SDM® Web-Based Application Support
Cost Per Year: 2018-2020

SDM® Web-Based Application Support Cost Per Month

\$910

TOTAL COST PER YEAR

\$10,920

Note: CONTRACTOR Shall bill DCFS on a Monthly basis. A daily or hourly prorated cost will be applied for any day(s) or hours where SDM system services are not rendered.

Pricing Schedule for Years One, Two and Three
SDM® Consulting and Technical Assistance (TA) Support
Cost Per Year: 2018-2020

SDM® Consulting and TA Support Cost Per Month

\$1,925

TOTAL COST PER YEAR

\$23,100

Note: CONTRACTOR Shall bill DCFS after the expenses have been incurred. A daily or hourly prorated cost will be applied if onsite visit takes less than 2.5 days to complete.

Pricing Schedule for Years One, Two and Three

**SDM® Analytical Reports
Cost Per Year: 2018-2020**

Three SDM® Specialized Reports: \$5,760 each

\$17,280

One SDM® Annual Management Report

\$17,275

TOTAL COST PER YEAR

\$34,555

Note: CONTRACTOR Shall bill DCFS upon completion of each SDM special or SDM Management report.

Pricing Schedule for Year One

**SDM System Practice Improvement Activities
Cost for 2018**

SDM Core Team Kickoff Meeting

\$47,090

SDM System Fidelity Review

\$112,615

SDM Core Team Meeting

\$24,000

Project Management

\$18,000

TOTAL COST FOR YEAR ONE

\$201,705

Note: CONTRACTOR Shall bill DCFS upon completion of the meetings or each fidelity review activity.
CONTRACTOR Shall bill DCFS on an annual basis

Pricing Schedule for Year Two
SDM® System Practice Improvement Activities
Cost for 2019

Two SDM Cored Team Meetings: \$24,000 each	\$48,000
Initial SDM System Re-orientation Training to include Curriculum Development, Training for Trainers and Five Regional Demonstration Trainings	\$101,195
Advanced SDM Supervision and Management Training to include Curriculum Development, Training for Trainers and Five Regional Demonstration Trainings	\$102,050
Using SDM Data in CQI Meetings: \$10,820 each	\$21,640
Ad Hoc Data Analytic Services and Reports	\$50,000
ER Policy and Practice Workgroups	\$84,000
Ad Hoc Onsite Meetings for DI/CS	\$44,000
Project Management	\$18,000
TOTAL COST FOR YEAR TWO	\$468,885

Note: CONTRACTOR Shall bill DCFS upon completion of each completion of each above activity and at the end of month 24 for Project Management.

**Pricing Schedule for Year Three
SDM® Sustainability Activities
Cost for 2020**

Two SDM Cored Team Meetings: \$24,000 each	\$48,000
Two Using SDM Data in CQI Meetings: \$10,820 each	\$21,640
Practice Coaching to include Curriculum Development, Coaching for SDM Training and Five Regional Coaching Demonstrations Project Management	\$96,210
Additional ad hoc onsite meeting	\$16,895
TOTAL COST FOR YEAR THREE	\$200,855

Note: CONTRACTOR Shall bill DCFES upon completion of each completion of each above activity and at the end of month 36 for Project Management.

ANNUAL SUMMARY PRICING SCHEDULE

	Year 1 2018	Year 2 2019	Year 3 2020
1. SafeMeasures Subscription Renewal Fee	\$110,090	\$110,090	\$110,090
2. SDM® Web-Based Application Hosting/Maintenance	\$10,920	\$10,920	\$10,920
3. Additional On-Site and Technical Assistance Support	\$23,100	\$23,100	\$23,100
4. SDM® Management and Specialized Reports	\$34,555	\$34,555	\$34,555
5. Phase 1: Preliminary SDM System Practice Improvement Activities for Year One; 2018	\$201,705	\$0	\$0
6. Phase 2: SDM System Practice Improvement Activities for Year Two; 2019	\$0	\$468,885	\$0
7. Phase 3: Sustainability Activities for Year Three; 2020	\$0	\$0	\$200,855
TOTAL	\$380,370	\$647,550	\$379,520

**Los Angeles County DCFS
Web-Based Application Hosting/Support
cost per year 2018-2020**

Personnel	Rate*	Days	Subtotal	Total
DB Systems Manager	\$1,014	2.5	\$2,535	\$10,921
System Engineer	\$902	3	\$2,706	
Application Help Desk	\$568	10	\$5,680	
TOTAL BUDGET				\$10,921

**Los Angeles County DCFS
SDM® Consulting And Technical Assistance Support
cost per year 2018-2020**

Personnel	Rate*	Days	Subtotal	Total
Senior Researcher	\$1,410	11	\$15,510	\$23,150
Research Associate	\$640	8	\$5,120	
Program Support	\$630	4	\$2,520	
TOTAL BUDGET				\$23,150

**Los Angeles County DCFS
SDM® Management Reports
cost per year 2018-2020**

Personnel	Rate*	Days	Subtotal	Total
Senior Researcher	\$1,410	4	\$5,640	\$34,555
Research Associate	\$640	25	\$16,000	
Program Support	\$630	20.5	\$12,915	
TOTAL BUDGET				\$34,555

*Rates include fringe benefits, other, and indirect costs

**COMPLIANCE WITH FAIR CHANCE EMPLOYMENT HIRING PRACTICES
CERTIFICATION**

Company Name:		
Company Address:		
City:	State:	Zip Code:
Telephone Number:	Email address:	
Contract for _____ Services		

BIDDER/CONTRACTOR CERTIFICATION

The Los Angeles County Board of Supervisors approved a Fair Chance Employment Policy in an effort to remove job barriers for individuals with criminal records. The policy requires businesses that contract with the County to comply with fair chance employment hiring practices set forth in California Government Code Section 12952, Employment Discrimination: Conviction History (California Government Code Section 12952), effective January 1, 2018.

Contractor acknowledges and certifies compliance with fair chance employment hiring practices set forth in California Government Code Section 12952 and agrees that contractor and staff performing work under the Contract will be in compliance. Contractor further acknowledges that noncompliance with fair chance employment practices set forth in California Government Code Section 12952 may result in rejection of any proposal, or termination of any resultant Contract, at the sole judgment of the County.

I declare under penalty of perjury under the laws of the State of California that the information herein is true and correct and that I am authorized to represent this company.

Print Name:	Title:
Signature:	Date: