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June 6, 2023

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CELIA ZAVALA  
EXECUTIVE OFFICER

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

Dear Supervisors:

**AUTHORIZE AGING AND DISABILITIES DEPARTMENT  
TO AWARD AND EXECUTE FISCAL YEAR 2023-24  
SUBAWARD FOR LONG-TERM CARE  
OMBUDSMAN PROGRAM SERVICES  
(ALL SUPERVISORIAL DISTRICTS)  
(3-VOTES)**

**SUBJECT**

The County of Los Angeles (County) Aging and Disabilities Department (AD) seeks approval and delegated authority to award and execute a Long-Term Care Ombudsman Program (LTCOP or Program) Subaward for the term effective July 1, 2023 through June 30, 2024, and subsequently execute up to three (3) annual extensions and six (6) month-to-month options for a maximum Subaward term of four (4) years and six (6) months with WISE & Healthy Aging for an anticipated annual amount of \$1,710,000, or a maximum total of \$7,695,000 including all option years; and, execute amendments with this Subrecipient, as needed, during the Subaward term.

**IT IS RECOMMENDED THAT YOUR BOARD**

1. Approve and authorize AD's Director, or designee, to award and execute the LTCOP Subaward for the term effective July 1, 2023, through June 30, 2024, and subsequently execute up to three (3) annual options and six (6) month-to-month extensions for a maximum Subaward term of four (4) years and six (6) months with WISE & Healthy Aging for an anticipated annual amount of \$1,710,000, or a maximum

**GET IN TOUCH**

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Los Angeles, CA 90020  
[ad.lacounty.gov](mailto:info@ad.lacounty.gov)  
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**Aging & Adult Information &  
Assistance Line:**  
(800) 510-2020  
**Report Elder Abuse:**  
(877) 477-3646  
**Community & Senior Centers:**  
(800) 689-8514  
**Disability Information &  
Access Line:**  
(888) 677-1199



total of \$7,695,000. Allocation to Subrecipient is subject to availability of funding and is contingent upon Subrecipient's performance in meeting the goals of LTCOP, as well as Subrecipient's adherence to its Subaward terms. AD will obtain County Counsel approval as to the form of the Subaward prior to executing this Subaward and shall provide written confirmation to the Chief Executive Officer (CEO) within thirty (30) working days of completing this action.

2. Approve and authorize AD's Director, or designee, to execute amendments with this Subrecipient, which serve the best interests of the County, during the Subaward term as follows: 1) add new, relevant, or updated federal, State, and/or County Subaward terms and conditions; and, 2) increase or decrease the Subaward amounts (including but not limited to baseline funds, one-time-only funds, and/or supplemental monies), which may exceed ten percent (10%) of the Maximum Subaward Sum, in response to the availability of funding and/or based on Subrecipient's performance provided that: (a) the total allocation does not exceed available funding; (b) AD obtains County Counsel approval as to the form of the amendment prior to any such amendment; and, (c) AD provides written confirmation to the CEO within thirty (30) working days of completing this action.
3. Delegate authority to the Director of AD, or designee, to terminate contracts with Subrecipient upon their request, and those that have closed or are in default of their Subaward requirement, for subrecipient default or for the convenience of the County, provided: a) County Counsel approval is obtained prior to termination of the Subaward, and b) Director of AD or designee, notifies the Board and the CEO in writing within ten (10) business days after such termination.

#### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTIONS(S)**

The California Department of Aging (CDA or State) has designated AD to operate as an Area Agency on Aging for all areas of the County, except for the City of Los Angeles, which is served by another public agency. AD receives funding from CDA to administer these Program Services, which AD contracts to Service Providers. In this capacity, AD oversees the administration of a variety of social service programs, including LTCOP Services. The primary purpose of LTCOP is investigating and resolving complaints made by or on behalf of Clients of long-term care facilities. The intent of LTCOP is to advocate for the rights of Clients residing in these facilities, to work to resolve Clients' problems with care, and to bring about changes at the local, State, and national levels to ultimately improve care for all facility residents. LTCOP also promotes policies and practices needed to protect and improve the quality of care and life of the Clients in long-term care facilities and educate consumers (including Clients, their family members, and friends) and providers about Client rights and good care practices. A primary goal of LTCOP is to use Volunteers and Volunteer programs to assist and advocate for the dignity, quality-of-life, and quality-of-care for Clients in long-term care facilities.

AD released a competitive Invitation for Bids (IFB) solicitation on April 7, 2023, which resulted in WISE & Healthy Aging being selected as the successful Bidder, and we intend to award and execute this Subaward upon your Board's approval.

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

The recommended actions support the following Countywide Strategic Plan Goals: Strategy I.1 (Increase Our Focus on Prevention Initiatives) by promoting self-sufficiency and independence among older adults; Strategy I.2 (Enhance Our Delivery of Comprehensive Interventions) by ensuring the delivery of a broad-range of community-based services for older adults; and Strategy II.2 (Support the Wellness of Our Communities) by increasing services that promote the well-being of older adults.

### **FISCAL IMPACT/FINANCING**

LTCOP is financed with federal and State monies including Title III B (Supportive Services and Senior Centers), Title VII Chapter 2 (Ombudsman Programs), and Title VII Chapter 3 (Programs for Prevention of Elder Abuse, Neglect, and Exploitation), which are authorized under the Older Americans Act (OAA) and State monies including State General Funds Title III B (Ombudsman Programs), Long-Term Care Facility Citation Penalty Account-Special Deposit Fund, Public Health Licensing and Certification Program, and Skilled Nursing Facility Quality and Accountability Fund. The federal monies originate from the federal grantor agency, the United States Department of Health and Human Services (HHS). The OAA authorizes HHS to grant the federal monies to CDA, the State pass-through entity; and CDA provides these monies to AD to operate the Program.

The anticipated annual funding for the recommended Subaward is \$1,710,000. The requested Board authority will allow AD to allocate funds for the LTCOP Subaward annually for an anticipated combined four-year and six (6) months total of \$7,695,000 for the Subaward term of July 1, 2023, through December 31, 2027 (which includes three (3) annual options plus six (6) month-to-month extension). Funding will be included in the AD Fiscal Year (FY) 2023-24 budget. There is no net County cost associated with this program.

The federal portion of the funds have been assigned the following Assistance Listing Number (ALN) program numbers: 93.041 (Special Programs for the Aging, Title VII Chapter 3, Programs for Prevention of Elder Abuse, Neglect, and Exploitation), 93.042 (Special Programs for the Aging, Title VII Chapter 2, Long-Term Care Ombudsman Services for Older Individuals), and 93.044 (Special Programs for the Aging, Title III Part B, Grants for Supportive Services and Senior Centers). The federal Grantor for these funding sources is HHS.

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

The Subrecipient is in compliance with all Board and County requirements. The Subaward

includes standard County terms and conditions in addition to federal and State terms and conditions that are required for AD to administer/operate the Program. Further, the Subaward is not subject to the requirements for Proposition A, in which living wage laws would be applicable as confirmed by County Counsel. AD will obtain County Counsel approval as to the form of the Subaward prior to its execution and/or amendment.

The original term of the Subaward will commence on July 1, 2023, through June 30, 2024, and will include up to three (3) annual options plus six (6) month-to-month extensions for a maximum Subaward term of four (4) years and six (6) months.

### **CONTRACTING PROCESS**

On April 7, 2023, AD released a competitive IFB solicitation (in accordance with federal, State, and County procurement standards) under bid number AAA-LTCOP-2324 IFB. AD was seeking a qualified Bidder to provide LTCOP Services Countywide, excluding the City of Los Angeles, which is served by another public agency. Notification of this release occurred as follows:

- Newspaper Publication: AD advertised the IFB in the following newspapers of general circulation in Los Angeles County and bordering counties: Los Angeles Times; Daily News; San Gabriel Valley Tribune; Long Beach Press Telegram; Antelope Valley Press; Torrance Daily Breeze; Orange County Register; La Opinion; and Los Angeles Watts Times.
- Posting on Internal Services Department (ISD)/Office of Small Business (OSB) Website: In accordance with County requirements, AD posted notification of the IFB on the ISD website (which also meets the requirement to post on the OSB website) using multiple commodity/service codes associated with LTCOP Services. Based on WebVen registered vendors associated with those commodity/service codes, this notification was sent to approximately 4,981 potential Bidders.
- GovDelivery Notifications: AD utilizes GovDelivery, a web-based email subscription management system, which includes approximately 5,278 vendors that have signed up to receive news and information pertaining to contracting opportunities with AD. These vendors were notified regarding the release of this IFB.

A mandatory Bidders' conference was held to address questions received from potential Bidders, and no protests were received in response to the solicitation requirements.

AD received one (1) bid in response to the IFB. In accordance with County requirements, the bid was reviewed and determined to be responsive and responsible. There were no protests in response to this evaluation and the recommendation to award.

In accordance with Board Policy 5.130 (Contracting with Community Business Enterprise

Firms) requiring disclosure of information pertaining to Community Business Enterprise (CBE) firms, AD has reflected this information in Attachment I. On final analysis and consideration of this award, the successful Bidder was selected without regard to race, creed, or color.

### **MONITORING REQUIREMENT**

Administrative, programmatic, and fiscal monitoring of the Subrecipients will be conducted on an annual basis to ensure Subaward compliance. Administrative and programmatic monitoring are completed by AD' Contract Compliance Division. Fiscal monitoring is conducted by an approved vendor procured through the Los Angeles County Auditor-Controller's Master Agreement for As-Needed Contract Audits/Studies.

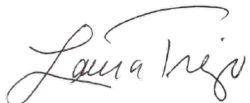
### **IMPACT ON CURRENT SERVICES**

Approval of the recommended actions will allow for the continued provision of LTCOP Services Countywide. These Services provide vital support and resources to the residents of Los Angeles County. As such, it is in the County's best interest to execute this Subaward.

### **CONCLUSION**

Upon your approval of the recommended actions, AD's Director, or designee, will proceed to execute the Subaward, and any future amendments as noted herein. Should you have any questions, please contact me directly, or your staff may contact Ms. Ashley Liang, Executive Assistant, at [ALiang@ad.lacounty.gov](mailto:ALiang@ad.lacounty.gov).

Respectfully Submitted,



Dr. Laura Trejo  
Director

LT:LCS:CD:HK:BF

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

Enclosure

**Attachment I**

**Los Angeles County Aging and Disabilities Department**

**Community Business Enterprise Program Information**

<b>FIRM INFORMATION *</b>		<b>WISE &amp; HEALTHY AGING</b>
<b>BUSINESS STRUCTURE</b>		<b>Non-Profit</b>
<b>CULTURAL/ETHNIC COMPOSITION</b>		<b>NUMBER / % OF OWNERSHIP</b>
<b>OWNERS/ PARTNERS/ BOARD</b>	Black/African American	1
	Hispanic/Latino	0
	Asian or Pacific Islander	2
	American Indian	1
	Filipino	0
	White	15
	<i>Female (include above)</i>	8

\* Information was provided by Bidder in response to the IFB (AAA-LTCOP-2324 IFB). On final analysis and consideration of award, successful Bidder was selected without regard to race, creed, or color.