



BARBARA FERRER, Ph.D., M.P.H., M.Ed.
Director

MUNTU DAVIS, M.D., M.P.H.
County Health Officer

ANISH P. MAHAJAN, M.D., M.S., M.P.H.
Chief Deputy Director

313 North Figueroa Street, Room 806
Los Angeles, California 90012
TEL (213) 288-8117 • FAX (213) 975-1273

www.publichealth.lacounty.gov



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February 27, 2024

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

Dear Supervisors:

ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

46 February 27, 2024

JEFF LEVINSON
INTERIM EXECUTIVE OFFICER

**APPROVAL TO AMEND ONE SOLE SOURCE CORE HIV CARE SERVICES
CONTRACT WITH SPECIAL SERVICE FOR GROUPS, INC., TO EXTEND THE TERM
EFFECTIVE MARCH 1, 2024 THROUGH FEBRUARY 28, 2025
(ALL SUPERVISORIAL DISTRICTS) (3 VOTES)**

SUBJECT

Request approval to execute a contract amendment to one sole source Core HIV Care Services contract with Special Service for Groups, Inc. to extend the term effective March 1, 2024 through February 28, 2025.

IT IS RECOMMENDED THAT THE BOARD:

1. Delegate authority the Director of the Department of Public Health (Public Health), or designee, to execute a sole source contract amendment with Special Service for Groups, Inc. (SSG), Contract Number PH-003363, for the continued provision of Core HIV Mental Health (MH) Services, to extend the term effective March 1, 2024 through February 28, 2025, for a total maximum obligation of \$147,366, 100 percent offset by Health Resources and Services Administration (HRSA) Ryan White Program (RWP) Part A funds, subject to review and approval by County Counsel.
2. Delegate authority to the Director of Public Health, or designee, to execute amendments to the contract that extend the term through February 28, 2026, at amounts to be determined by the Director of Public Health, contingent upon the availability of funds and contractor performance; allow the rollover of unspent contract funds, if allowable by the grantor; provide an increase or decrease in funding up to 25 percent above or below the annual base maximum obligation, effective upon amendment execution, or at the beginning of the applicable contract period; allow for reallocation of funds between budgets; correct errors in the

contract's terms and conditions; and/or update the statement of work and/or scope of work, as necessary, subject to review and approval by County Counsel, and notification to your Board and the Chief Executive Office (CEO).

3. Delegate authority to the Director of Public Health, or designee, to execute change notices to the contract that authorize modifications to the budget with corresponding modifications to the statement of work and/or scope of work, that are within the same scope of services, as necessary, and changes to hours of operation and/or service locations.
4. Delegate authority to the Director of Public Health, or designee, to immediately suspend or terminate the contract upon issuing a written notice to if SSG fails to perform and/or fully comply with program requirements, and terminate the contract for convenience by providing a 30-calendar day advance written notice to SSG.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Approval of Recommendation 1 will allow for the continuation of Core HIV Care Services that includes MH services provided by SSG in alignment with Commission on HIV (COH) priorities and current service utilization patterns.

HIV care and treatment services for people with HIV (PWH) are vital to optimize patient health and help reduce the transmission and spread of HIV. Public Health must ensure there are no gaps in services.

The justification to extend this MH contract is to continue coordinated and integrated HIV MH services to improve clients' mental health outcomes and retention in primary and HIV health care services, resulting in viral suppression and decreased risk of HIV transmission.

Approval of Recommendation 2 will allow Public Health to execute amendments to the contract to extend the term through February 28, 2026; rollover unspent funds; increase or decrease funding up to 25 percent above or below the annual base maximum obligation; allow for reallocation of funds between budgets; correct errors in the contract's terms and conditions; and update the statement of work and/or scope of work.

Approval of Recommendation 3 will allow Public Health to execute change notices to the contract that authorize modifications to the budget with corresponding modifications to the statement of work and/or scope of work, that are within the same scope of services, as necessary, and changes to hours of operation and/or service locations.

Approval of Recommendation 4 will allow Public Health to immediately suspend or terminate the contract if SSG fails to perform and/or fully comply with program requirements, and to terminate the contract for convenience by providing 30-calendar days' advance written notice to SSG.

Implementation of Strategic Plan Goals

The recommended actions support Strategy I.2, Enhance Our Delivery of Comprehensive Interventions, of the County's Strategic Plan.

FISCAL IMPACT/FINANCING

The total County maximum obligation for the amendment to Contract Number PH-003363 with SSG, is \$147,366 for the period effective March 1, 2024 through February 28, 2025, 100 percent funded by HRSA RWP Part A funds.

There is no net County cost associated with this action.

Funding for this extension is included in Public Health's Final Adopted Budget for fiscal year (FY) 2023-24 and will be included in future FYs, as necessary.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

Public Health's allocation for this service category is aligned with the COH recommended allocations. As required by Board Policies 5.100 and 5.120, your Board was notified on December 22, 2023, of Public Health's intent to extend the term of 56 Core HIV Care Services contracts as sole source, including this SSG contract for MH, with an intent to request approval to increase or decrease these Board-approved contracts up to 25 percent.

Attachment A is the sole source checklist signed by the CEO.

CONTRACTING PROCESS

Since the original award and execution of Contract Number PH-003363 for MH services, it has undergone multiple amendments including term extensions, adjustments to funding allocations, and revisions to the statements of work.

The Division of HIV and STD Programs (DHSP), oversees approximately 26 service categories, which make up approximately 200 service contracts. Given the volume of this large service portfolio, DHSP, in coordination with Public Health Contracts and Grants, has developed a timeline for the solicitation for services, which must be staggered. Additionally, resource constraints amidst the COVID-19 pandemic and workload associated with the pandemic greatly affected the schedule of solicitations between 2020 and 2021. The pandemic also affected staff and the ability of our community partners to respond. Public Health resumed the release of solicitations starting in 2022, that included a solicitation timeline for HIV Core Care Services for the next three years, including, MH services. Prior to any solicitation, Public Health must consider potential adjustments in COH priorities and pending revised federal award notices, which can affect the timing or funding available for contracted services; therefore, shifts in solicitation schedules may be necessary. Until this

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process is finalized, Public Health is seeking to extend this Core HIV Care Services contract for the continued provision of MH services.

On August 8, 2017, your Board approved eight new MH contracts as a result of a solicitation, effective August 8, 2017 through February 29, 2020, with an automatic option to extend through February 28, 2022.

On February 15, 2022, your Board approved the execution of amendments to eight MH contracts to extend the terms effective March 1, 2022 through February 28, 2023, with an automatic option to extend through February 29, 2024.

Under this Board action, Public Health is requesting to extend one MH contract with SSG for an additional 12 months, effective March 1, 2024.

Due to the need to draft this separate Board letter as advised by County Counsel, Public Health was unable to present the recommended contract amendment three weeks prior to the contract amendment's effective date in accordance with Board Policy 5.015.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Approval of the recommended actions will allow Public Health to continue to provide uninterrupted delivery of critical core HIV care services to Los Angeles County residents.

Respectfully submitted,



Barbara Ferrer, Ph.D., M.P.H., M.Ed.
Director

BF:ml
#07490

Enclosure

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

SOLE SOURCE CHECKLIST FOR MENTAL HEALTH (MH) CONTRACT

Department Name: _____

- ☐ New Sole Source Contract
- ☐ Sole Source Amendment to Existing Contract
- Date Existing Contract First Approved: _____

Check (✓)	JUSTIFICATION FOR SOLE SOURCE CONTRACTS AND AMENDMENTS Identify applicable justification and provide documentation for each checked item.
	➤ Only one bona fide source (monopoly) for the service exists; performance and price competition are not available. A monopoly is an <i>“Exclusive control of the supply of any service in a given market. If more than one source in a given market exists, a monopoly does not exist.”</i>
	➤ Compliance with applicable statutory and/or regulatory provisions.
	➤ Compliance with State and/or federal programmatic requirements.
	➤ Services provided by other public or County-related entities.
	➤ Services are needed to address an emergent or related time-sensitive need.
	➤ The service provider(s) is required under the provisions of a grant or regulatory requirement.
	➤ Services are needed during the time period required to complete a solicitation for replacement services; provided services are needed for no more than 12 months from the expiration of an existing contract which has no available option periods.
	➤ Maintenance and support services are needed for an existing solution/system during the time to complete a solicitation for a new replacement solution/system; provided the services are needed for no more than 24 months from the expiration of an existing maintenance and support contract which has no available option periods.
	➤ Maintenance service agreements exist on equipment which must be serviced by the original equipment manufacturer or an authorized service representative.
	➤ It is more cost-effective to obtain services by exercising an option under an existing contract.
	➤ It is in the best economic interest of the County (e.g., significant costs and time to replace an existing system or infrastructure, administrative cost and time savings and excessive learning curve for a new service provider, etc.). In such cases, departments must demonstrate due diligence in qualifying the cost-savings or cost-avoidance associated with the best economic interest of the County.

Erika Bonilla
Chief Executive Office

Date

MH Contractor

1	Special Services for Groups
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