



ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

BOARD OF SUPERVISORS

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Holly J. Mitchell

Lindsey P. Horvath

Janice Hahn

Kathryn Barger

September 10, 2024

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

52 September 10, 2024

EDWARD YEN
EXECUTIVE OFFICER

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Chief Deputy Director

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Administrative Deputy II

Anna Avdalyan
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Acting Assistant Director

Dr. Solomon Shibeshi
Acting Assistant Director

Ivan Pacheco
Chief Information Officer

Dear Supervisors:

**AUTHORIZE AGING AND DISABILITIES DEPARTMENT TO
AWARD AND EXECUTE FISCAL YEAR 2024-2025 SUBAWARD
FOR CALFRESH HEALTHY LIVING PROGRAM
(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 the CalFresh Healthy Living Program (CFHLP) Subaward for the term effective October 1, 2024 through September 30, 2025, with AD having the sole option to extend the Subaward term for three (3) annual renewal options for a maximum term of four (4) years with CNS/RQA/CA., Inc. at an anticipated annual amount of \$568,400 and to 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 CFHLP Subaward for the term effective October 1, 2024 through September 30, 2025, with AD having the sole option to extend the Subaward term for three (3) annual renewal options for a maximum term of four (4) years with CNS/RQA/CA., Inc. for an anticipated annual amount of \$568,400 or \$2,273,600 for the maximum term of the Subaward. Allocation to the Subrecipient is subject to the availability of funding and is contingent upon Subrecipient's performance in meeting the goals of CFHLP, as well as Subrecipient's adherence to its Subaward terms. AD will obtain County Counsel approval as to the form of

GET IN TOUCH

510 S. Vermont Avenue, Suite 1100
Los Angeles, CA 90020
ad.lacounty.gov
info@ad.lacounty.gov

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



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 AD's Director, or designee, to terminate the Subaward with the Subrecipient upon their request, for default of the Subaward requirement, or for the convenience of the County, provided: a) the Director of AD, or designee, notifies the Board and the CEO in writing within ten (10) business days prior to such termination, and b) County Counsel's approval as to form is obtained prior to termination of the Subaward.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION(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 CFHLP Services, which are targeted towards older adults and adults with disabilities. CFHLP is designed to provide nutrition education and obesity prevention interventions to low-income older adults at Los Angeles County Elderly Nutrition Program congregate meal sites using a combination of educational strategies. These strategies are accompanied by supporting policy, systems, and environmental interventions that have been demonstrated to facilitate adoption of food and physical activity choices and other nutrition-related behaviors conducive to the health and well-being of Supplemental Nutrition Assistance Program (SNAP) participants, and low-income individuals eligible to receive benefits under SNAP.

AD conducted a competitive Request for Proposals (RFP) solicitation on May 15, 2024, which resulted in CNS/RQA/CA., Inc. being selected as the successful Proposer, and we intend to award and execute this Subaward upon your Board's approval.

IMPLEMENTATION OF STRATEGIC PLAN

The recommended actions support the following Countywide Strategic Plan Goals:

- North Star 1, Focus Area Goal A, Strategy 2 (Improve Health Outcomes) by promoting comprehensive, inclusive, culturally-responsive competent care, healthy lifestyles, and the improvement of physical health outcomes; and Focus Area Goal D, Strategy 7 (Older Adults & People with Disabilities) by supporting purposeful aging, enhancing service delivery and care, promoting accessibility, and championing an environment where the needs, health, well-being, and rights of older adults, people with disabilities, and those who are dependent are prioritized.
- North Star 2, Focus Area Goal A, Strategy 1 (Population Based Health) by focusing on our County health systems to improve health outcomes of individuals and communities with an emphasis on providing quality, accessible, and culturally responsive services; and Focus Area Goal E, Strategy 1 (Community-Based Institutions & Organizations) by strengthening the capacity, role, and partnerships with community-based institutions and organizations to help serve our communities and strengthen the social fabric within them.

FISCAL IMPACT/FINANCING

CFHLP is financed with federal monies which are authorized under the United States Department of Agriculture (USDA). The USDA authorizes Food and Nutrition Services (FNS) to grant these monies to CDA, the State pass-through entity, and CDA provides this funding to AD to operate the Program.

The anticipated annual funding for the recommended Subaward is \$568,400. The requested Board authority will allow AD to allocate funds for the CFHLP Subaward annually for the term October 1, 2024 through September 30, 2025, (with AD having the sole option to extend the Subaward term for three (3) annual renewal options for a maximum term of four (4) years for an anticipated four-year total of \$2,273,600 for the Subaward term of October 1, 2024 through September 30, 2028). The CFHLP funding will be included in AD's Fiscal Year 2024-25 Final Adopted budget. Funding for future fiscal years will also be included in AD's Final Adopted budget(s). There is no net County cost associated with this program.

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.

CONTRACTING PROCESS

On May 15, 2024, AD released a competitive RFP solicitation (in accordance with federal, State, and County procurement standards) under proposal number AAA-CFHLP-2425 RFP. AD was seeking a qualified Proposer to provide CFHLP 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 RFP 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; Torrance Daily Breeze; Orange County Register; and La Opinion.
- Posting on Internal Services Department (ISD)/Office of Small Business (OSB) Website: In accordance with County requirements, AD posted notification of the RFP on the ISD website (which also meets the requirement to post on the OSB website) using multiple commodity/service codes associated with CFHLP Services. Based on WebVen registered vendors associated with those commodity/service codes, this notification was sent to approximately 8,925 potential Proposers.
- GovDelivery Notifications: AD utilizes GovDelivery, a web-based email subscription management system, which includes approximately 4,762 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 RFP.

A mandatory Proposers' conference was held to address questions received from potential Proposers, and no protests were received in response to the solicitation requirements. AD received two (2) bids in response to the RFP. In accordance with County requirements, the bids were reviewed, one (1) was determined to be unresponsive and one (1) was determined to be responsive and responsible. Evaluations were conducted by teams comprised of individuals from AD, who were subject matter experts in various areas including program operations, contract development, and finance/accounting. 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 Proposer was selected without regard to race, creed, or color.

MONITORING REQUIREMENT

Administrative, programmatic, and fiscal monitoring of the Subrecipient will be conducted on an annual basis to ensure Subaward compliance. Administrative and programmatic monitoring are completed by AD's 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.

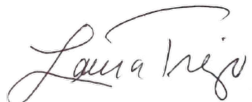
IMPACT ON CURRENT SERVICES

Approval of the recommended actions will allow for the continued provision of CFHLP 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 Contract, 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.

Respectfully Submitted,



DR. LAURA TREJO
Director

LT:LS:MT:SS:IP:al

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**

FIRM INFORMATION *		CNS/RQA/CA., INC.
BUSINESS STRUCTURE		For-Profit
CULTURAL/ETHNIC COMPOSITION		NUMBER / % OF OWNERSHIP
OWNERS/ PARTNERS/ BOARD	Black/African American	4%
	Hispanic/Latino	44%
	Asian or Pacific Islander	7%
	American Indian	0%
	Filipino	4%
	White	41%
	<i>Female (include above)</i>	86%

* Information was provided by Proposer in response to the RFP (AAA-CFHLP-2425 RFP). On final analysis and consideration of award, successful Bidder was selected without regard to race, creed, or color.