



County of Los Angeles
DEPARTMENT OF CHILDREN AND FAMILY SERVICES

510 S. Vermont Avenue, Los Angeles, California 90020
(213) 351-5602



BRANDON T. NICHOLS
Director

JENNIE FERIA
Chief Deputy Director

ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

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November 26, 2024

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

EDWARD YEN
EXECUTIVE OFFICER

Dear Supervisors:

REQUEST TO APPROVE SOLE SOURCE AMENDMENTS TO EXTEND THE RELATIVE HOME ASSESSMENT SERVICES CONTRACTS (ALL SUPERVISORIAL DISTRICTS) (3 VOTES)

SUBJECT

The Department of Children and Family Services (DCFS) requests the Board's approval of sole source amendments to extend the Relative Home Assessment Services (RHAS) contracts for six months effective January 1, 2025.

IT IS RECOMMENDED THAT THE BOARD:

1. Delegate authority to the Director of DCFS, or designee, to execute sole source amendments substantially similar to Attachment I, to extend the RHAS contracts, listed in Attachment II, for six months effective January 1, 2025 through June 30, 2025. The total cost for the six-month extension is approximately \$6,775,889, financed using 24 percent federal funds, 74 percent local funds and two percent Flexible Family Supports (FFS) funds. The total projected cost consists of \$5,989,889 for the six-month extension, \$661,000 in Relative Caregiver Emergency Funds (RCEF), and \$125,000 in FFS funds.
2. Delegate authority to the Director of DCFS, or designee, to extend the RHAS contracts for up to twelve additional months, by written notice, contingent upon the approval of the California Department of Social Services (CDSS), if necessary, to complete the Request for Proposals (RFP), provided that: (a) funding is available; (b) County Counsel approval is obtained prior to the execution of the contract amendments; and (c) DCFS notifies the Board and the Chief Executive Office (CEO), in writing, within 10 business days of execution of issuing such notices.

3. Delegate authority to the Director of DCFS, or designee, to execute RHAS contract amendments to increase or decrease the Maximum Annual Contract Sum by no more than 10 percent to accommodate an increase or decrease in the number of RHAS participants to be served, provided that: (a) funding is available; (b) County Counsel approval is obtained prior to the execution of the contract amendments; and (c) DCFS notifies the Board and the CEO, in writing, within 10 business days of execution of issuing such notices.
4. Delegate authority to the Director of DCFS, or designee, to execute RHAS contract amendments to incorporate changes as mandated by federal, State, or Municipal laws, regulations, or court orders, provided that: (a) funding is available; (b) County Counsel approval is obtained prior to the execution of the contract amendments; and (c) DCFS notifies the Board and the CEO, in writing, within 10 business days of execution of issuing such notices.
5. Delegate authority to the Director of DCFS, or designee, to execute amendments to the contract to make changes to the scope of work or the terms and conditions to meet program needs, provided that: (a) prior County Counsel approval is granted; and (b) the Director of DCFS, or designee, notifies the Board and the CEO in writing within 10 business days after execution of such amendment.
6. Delegate authority to the Director of DCFS, or designee, to terminate a contract for Contractor's Default, provided that: (a) County Counsel approval is obtained prior to the execution of the contract terminations; and (b) DCFS notifies the Board and the CEO, in writing, within 10 business days of execution of terminations.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The RHAS contracts provide relative and Non-Related Extended Family Member (NREFM) caregiver applicants with Resource Family Approval based on their suitability, commitment, and qualifications to provide a home for child(ren).

DCFS is currently preparing an RFP solicitation for release. The recommended actions will enable Los Angeles County to continue providing the above-mentioned service, and will prevent any lapse in services while the solicitation is being completed. Without the approval of the recommended actions, many County relative and NREFM caregiver applicants will not be approved to become caregivers.

Implementation of Strategic Plan Goals

The recommended actions support North Star I – Make Investments that Transform Lives; Focus Area Goal D, Support Vulnerable Populations, Strategy ii, Child Safety and Family Well-being.

FISCAL IMPACT/FINANCING

The total projected cost of the six-month extension effective January 1, 2025 through June 30, 2025, is approximately \$6,775,889, financed using 24 percent federal funds, 74 percent local funds and

two percent FFS funds. The total projected cost consists of \$5,989,889 for the six-month extension, \$661,000 in RCEF and \$125,000 in FFS funds.

Sufficient funding is included in the Department's Fiscal Year 2024-25 Recommended Budget.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

Approval of these recommendations will enable DCFS to continue providing RHAS until the RFP process is completed.

On July 2, 2024, DCFS requested approval from CDSS to extend the RHAS contracts for an additional year until the RFP can be completed. CDSS approved the extension on July 18, 2024.

County Counsel has approved the amendment and Board letter as to form.

Board Policy 5.100, Sole Source Contracts and Amendments, requires that the Board be notified if a department intends to extend the term of the current contract beyond its original term pending solicitation of a replacement system and/or services. On

June 28, 2024, DCFS notified the Board of its intent to extend the term of the RHAS contracts.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

The extension of the RHAS contracts will ensure uninterrupted services to relative/NREFM caregiver applicants and will help maintain the County's ability to approve suitable, committed, and qualified caregiver applicants.

The contracts will not infringe upon the role of the County in relationship to its residents, and the County's ability to respond to emergencies will not be impaired. There is no change in risk exposure to the County.

CONCLUSION

Upon approval by the Board of Supervisors, it is requested that the Executive Officer/Clerk of the Board send an adopted stamped copy of the Board Letter and attachments to the Department of Children and Family Services.

The Honorable Board of Supervisors

11/26/2024

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Respectfully submitted,



BRANDON T. NICHOLS

Director

BTN:LM:CMM:RWLTI:SS:FC:jy

Enclosures

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

SOLE SOURCE CHECKLIST

Department Name: Department of Children and Family Services

- New Sole Source Contract
- Sole Source Amendment to Existing Contract
- Date Existing Contract First Approved: 12/15/2016

Check (✓)	JUSTIFICATION FOR SOLE SOURCE CONTRACTS AND AMENDMENTS Identify applicable justification and provide documentation for each checked item.
<input type="checkbox"/>	➤ Only one bona fide source (monopoly) for the service exists; performance and price competition are not available. A monopoly is an "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."
<input type="checkbox"/>	➤ Compliance with applicable statutory and/or regulatory provisions.
<input type="checkbox"/>	➤ Compliance with State and/or federal programmatic requirements.
<input type="checkbox"/>	➤ Services provided by other public or County-related entities.
<input type="checkbox"/>	➤ Services are needed to address an emergent or related time-sensitive need.
<input type="checkbox"/>	➤ The service provider(s) is required under the provisions of a grant or regulatory requirement.
<input checked="" type="checkbox"/>	➤ 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.
<input type="checkbox"/>	➤ 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.
<input type="checkbox"/>	➤ Maintenance service agreements exist on equipment which must be serviced by the original equipment manufacturer or an authorized service representative.
<input type="checkbox"/>	➤ It is more cost-effective to obtain services by exercising an option under an existing contract.
<input type="checkbox"/>	➤ 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.

Michael Martinez
Chief Executive Office

10/28/2024
Date

Sole Source Justification
Relative Home Assessment Services

1. What is being requested?

Delegate authority to the Director of the Department of Children and Family Services to execute sole source amendments to extend Relative Home Assessment Services (RHAS) contracts for six months in order to complete a new solicitation and selection process.

Total Cost: \$6,775,889

2. Why is the service needed – how will it be used?

The goal of the RHAS program is to assist Relatives and Non-Related Extended Family Member (NREFM) caring for children under the supervision of the Department of Children and Family Services (DCFS) and the Probation Department with assistance completing the Resource Family Approval process.

3. Is this brand of product the only product the only one that meets the user's requirements?

N/A

4. Have other products or vendor been considered?

Yes. Additional time is needed to complete the solicitation and selection process and to ensure there is no lapse in services.

5. Will purchase of this product avoid other costs?

Yes, Relative Family Approval for Relatives and NREFM will decrease out-of-home placements costs for dependent and will maintain family connections.

6. Is this service available from other providers?

Yes, but additional time is needed to complete the solicitation and selection process.

7. Reasonableness of price. Does County obtain a percentage discount or special discount not available to the private sector?

N/A

8. What is the dollar value of the existing equipment?

N/A

9. Is this service the only one that meets the user's requirements?

The goal of the RHAS program is to assist Relatives and NREFM caring for children under the supervision of DCFS and Probation with assistance completing the Resource Family Approval process.



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June 28, 2024

To: Supervisor Lindsey P. Horvath, Chair
Supervisor Hilda L. Solis
Supervisor Holly J. Mitchell
Supervisor Janice Hahn
Supervisor Kathryn Barger

From: Brandon T. Nichols
Director

**NOTICE OF INTENT TO NEGOTIATE SOLE SOURCE AMENDMENTS WITH
RELATIVE HOME ASSESSMENT SERVICES CONTRACT PROVIDERS**

In compliance with Board Policy 5.100, Sole Source Contracts, this is to notify the Board that the Department of Children and Family Services (DCFS) intends to negotiate 11 sole source amendments with the eight current Relative Home Assessment Services (RHAS) contractors; three contractors currently have two RHAS contracts each. DCFS will exhaust its delegation of authority to extend the RHAS contracts effective December 31, 2024. This action will extend the current RHAS contracts for six months, effective January 1, 2025 through June 30, 2025, to allow time needed to complete a Request for Proposals solicitation and selection process.

The total projected cost to extend the RHAS contracts for six months is approximately \$6,775,889, financed using 24 percent Federal funds, 74 percent Local funds, and two percent Flexible Family Supports (FFS) funds. The total projected cost is comprised of a RHAS budget of \$5,989,889, a Relative Caregiver Emergency fund budget of \$661,000, and \$125,000 in FFS funds.

The RHAS contracts provide relative and Non-Related Extended Family Member caregiver applicants with Resource Family Approval based on their suitability, commitment and qualifications to provide a home for children.

DCFS requested and received approval from the California Department of Social Services to release a Request for Information (RFI) in April 2016 to determine interest in the Relative Support Services Demonstration Project. RHAS contracts were negotiated with

"To Enrich Lives Through Effective and Caring Service"

The Honorable Board of Supervisors
June 28, 2024
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qualified community-based organizations who submitted Statements of Information in response to the RFI.

If you have any questions or need additional information, you may call me or your staff may contact Aldo Marin, Board Liaison, at (213) 371-6052 or marina@dcfs.lacounty.gov.

BTN:JF:CMM
LTI:SS:FC:jy

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



RELATIVE HOME ASSESSMENT SERVICES

AMENDMENT NUMBER _____

TO

Contractor's name

CONTRACT NUMBER _____ - SPA _____

**AMENDMENT NUMBER XXXX
RELATIVE HOME ASSESSMENT SERVICES
CONTRACT NUMBER XXXXXXXX**

This Amendment Number XXXX (“Amendment”) to Relative Home Assessment Services Contract (“Contract”) Number XXXX, is made and entered into by and between the County of Los Angeles (“County”), and CONTRACTOR NAME (“Contractor”), on the 1st day of January, 2025.

WHEREAS, County and Contractor are parties to the Contract, and Contractor has been providing Relative Home Assessment Services to County; and

WHEREAS, the purpose of this Amendment is to extend the Contract, and add an exhibit;

WHEREAS, this Amendment is prepared pursuant to the provisions set forth in Standard Terms and Conditions, Section 8.1, Amendments;

NOW, THEREFORE, in consideration of the foregoing and mutual consent herein contained, County and Contractor hereby agree to amend the Contract as follows:

1. Standard Terms and Conditions, Section 4.0 Term of Contract, Subsection 4.1.6 is added and reads as follows:
 - 4.1.6 The term of this Contract is extended from January 1, 2025 through June 30, 2025, unless terminated sooner or extended, in whole or in part, as provided in this Contract.
2. Standard Terms and Conditions, Section 5.0 Contract Sum, Subsection 5.1.6 is added and reads as follows:
 - 5.1.6 The Maximum Contract Sum is \$ XXX,XXX for the contract period of January 1, 2025 through June 30, 2025.
3. Exhibits, Exhibit A-3d, Line Item Budget and Narrative is added as a part of Exhibit A3 – Line Item Budget and Narrative for the period of January 1, 2025 through June 30, 2025.

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

**AMENDMENT NUMBER XXXX
RELATIVE HOME ASSESSMENT SERVICES
CONTRACT NUMBER XXXXXX**

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 caused this Amendment to be subscribed on its behalf by its duly authorized officer(s) as of the day, month and year first above written. The person(s) signing on behalf of the CONTRACTOR warrants under penalty of perjury that he or she is authorized to bind the CONTRACTOR in this Amendment. This Amendment may be executed in separate counterparts and may be delivered by electronic facsimile; each counterpart, when executed and delivered, shall constitute a duplicate original but all counterparts together shall constitute a single agreement.

COUNTY OF LOS ANGELES

CONTRACTOR

By: _____

Brandon T. Nichols, Director
Department of Children
and Family Services

By: _____ Date: _____

Name: _____

Title _____

By: _____ Date: _____

Name: _____

Title _____

Tax Identification Number

APPROVED AS TO FORM:
BY THE OFFICE OF COUNTY COUNSEL
Dawyn R. Harrison, County Counsel

By: _____
David Beaudet, Senior Deputy County Counsel

Relative Home Assessment Services

Contractor	Contract Number
Antelope Valley Partners for Health	15-001-01
El Centro de Amistad, The Friendship Center	15-001-03
Aviva Family and Children's Services	15-001-04
Penny Lane Centers	15-001-05
Rosemary Children's Services/Victor Treatment Centers	15-001-06
Aviva Family and Children's Services	15-001-07
Guardians of Love, FFA	15-001-08
The Dangerfield Institute of Urban Problems	15-001-09
Guardians of Love, FFA	15-001-10
Penny Lane Centers	15-001-11
ChildNet Youth and Family Services, Inc.	15-001-12