



BRANDON T. NICHOLS
Director

JENNIE FERIA
Chief Deputy Director

**County of Los Angeles
DEPARTMENT OF CHILDREN AND FAMILY SERVICES**

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



Board of Supervisors

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Fifth District

November 26, 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:

**REQUEST TO APPROVE SOLE SOURCE AMENDMENTS TO EXTEND THE RELATIVE
SUPPORT 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 Support Services (RSS) 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 RSS contracts, listed in Attachment II, for six months, effective January 1, 2025 through June 30, 2025. The total cost for the six-month extension will be approximately \$2,281,800, financed using 24 percent Federal funds, 71 percent Local funds and five percent Flexible Family Supports (FFS) funds. The total projected cost is comprised of \$1,939,600 for the six-month extension, \$233,000 in Relative Caregiver Emergency Funds (RCEF), and \$109,200 in FFS funds.
2. Delegate authority to the Director of DCFS, or designee, to extend the RSS 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 RSS 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 RSS 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 RSS 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 RSS contracts provide relatives and caregivers with advocacy and assistance in: securing vital support and funding resources; social and educational activities; coordinating events for caregivers and children; offering support groups, mentoring and tutoring for youth; transportation services; and emergency assistance.

DCFS is currently preparing an RFP solicitation for release. The recommended actions will enable Los Angeles County to continue providing above mentioned advocacy and assistance, and will prevent any lapse in services while the solicitation is being completed

Implementation of Strategic Plan Goals

The recommended actions support the Los Angeles County Strategic Plan 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, will be approximately \$2,281,800, financed using 24 percent Federal funds, 71 percent Local funds and five percent FFS funds. The total projected cost is comprised of \$1,939,600 for the six-month extension, \$233,000 in RCEF funds, and the \$109,200 in FFS funds.

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

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

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

On July 2, 2024, DCFS requested approval from CDSS to extend the RSS contracts for an additional year until the RFP is completed. CDSS approved the extension on July 17, 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 RSS contracts.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

The extension of the RSS contracts will ensure uninterrupted services to relatives and caregivers and will help ensure the County's ability to provide support and resources to relatives and caregivers.

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 <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>
<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 J. Martinez Digitally signed by Michael J. Martinez
Date: 2024.10.31 10:32:27 -07'00'

Chief Executive Office

Date

Sole Source Justification
Relative Support Services

1. What is being requested?

Delegate authority to the Director of the Department of Children and Family Services (DCFS) to execute sole source amendments to extend Relative Support Services (RSS) contracts for six months. Additional time is needed to complete the solicitation and selection process.

2. Total Cost: \$2,281,800

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

Despite their needs, research shows that kinship caregivers receive less support and fewer resources than other foster care families. Kinship caregivers tend to be older and single, to have poor health, to be under-employed, and to live at or below the Federal poverty level. Studies have shown that kinship caregivers have distinctive needs, including childcare, legal services, financial resources and or material goods. Given that child welfare agencies across the nation are increasingly utilizing kinship caregivers as the preferred placement for children in out-of-home care, it is imperative to address kinship caregiver needs. Providing adequate support to kinship caregivers improves well-being and permanency outcomes for children in their care by improving caregiver capacity and by decreasing caregiver anxiety.

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

N/A

5. Have other products or vendor been considered?

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

6. Will purchase of this product avoid other costs?

Yes. Detaining children from Kinship Care is traumatic for the family and costly for DCFS. Kinship Support decreases the likelihood of abuse and neglect in Kin care. The term of the RSS contracts will expire on December 31, 2024.

7. Is this service available from other providers?

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

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

N/A

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

N/A

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

The goal of the RSS Program is to improve the overall support to Relative and Non-Related Extended Family Member (NREFM) caregivers and their children under the

supervision of the DCFS and Probation Child Welfare. The RSS Program contracts with nine (9) qualified, culturally and linguistically competent Community Based Organizations to provide Kinship Support Services to Applicants, Relative/NREFM caregivers and the children residing with them. RSS providers collaborate with DCFS staff, other county and governmental agencies, Relative Home Assessment Services providers, and other CBOs to provide services in each of the eight Service Planning Areas. The RSS Program is the primary provider of Kinship support services for DCFS and Probation involved Relative and NREFM caregivers, and informal Kinship caregivers, in Los Angeles County.



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DEPARTMENT OF CHILDREN AND FAMILY SERVICES**

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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 SUPPORT 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 10 sole source amendments with the nine current Relative Support Services (RSS) contractors. DCFS will exhaust its delegation of authority to extend the RSS contracts effective December 31, 2024. This action will extend the current RSS contracts for six months effective January 1, 2025 through June 30, 2025.

The total projected cost to extend the RSS contracts for six months is approximately \$2,281,800, financed using 24 percent Federal funds, 71 percent Local funds and five percent Flexible Family Support (FFS) funds. The total projected cost is comprised of \$1,939,600 for the contract extension, \$233,000 in Relative Caregiver Emergency funds, and \$109,200 in FFS funds.

The RSS contracts provide relatives and caregivers with advocacy and assistance in: securing vital support and funding resources; social and educational activities; coordinating events for caregivers and children; offering support groups; mentoring and tutoring for youth; transportation services; and emergency assistance.

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

"To Enrich Lives Through Effective and Caring Service"

Each Supervisor
June 28, 2024
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qualified Community-Based Organizations (CBO) 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 SUPPORT SERVICES

AMENDMENT NUMBER _____

TO

Contractor's name

CONTRACT NUMBER _____ - SPA _____

**AMENDMENT NUMBER XXXX
RELATIVE SUPPORT SERVICES
CONTRACT NUMBER XXXXXXXX**

This Amendment Number XXXX (“Amendment”) to Relative Support 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 Support Services to County; and

WHEREAS, the purpose of this Amendment is to extend the Contract, add required provision and two exhibits; and

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.X is added and reads as follows:

4.1.X 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.X is added and reads as follows:

5.1.X The Maximum Contract Sum is \$ XXX,XXX for the contract period of January 1, 2025 through June 30, 2025.

3. Standard Terms and Conditions, Section 8.67, Campaign Contribution Prohibition Following Final Decision in Contract Proceeding, is added and reads as follows:

8.67 Campaign Contribution Prohibition Following Final Decision in Contract Proceeding

Pursuant to [Government Code Section 84308](#), Contractor and its Subcontractors, are prohibited from making a contribution of more than \$250 to a County officer for twelve (12) months after the date of the final decision in the proceeding involving this Contract. Failure to comply with the provisions of [Government Code Section 84308](#) and of this paragraph, may be a material breach of this Contract as determined in the sole discretion of the County.

4. Exhibits, Exhibit U, Contribution and Agent Declaration Form, is added.
5. Exhibits, Exhibit A-3f, 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 SUPPORT 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 SUPPORT SERVICES CONTRACTORS

<u>Contract Number</u>	<u>SPA</u>	<u>Contractor</u>
15-001-23	1	Antelope Valley Partners for Health
15-001-24	1	The Children's Center of the Antelope Valley
15-001-26	2	Penny Lane Centers
15-001-27	3	Foothill Family Services
15-001-28	4	The Children's Bureau of Southern California
15-001-29	5	South Bay Center for Counseling
15-001-30	6	Aviva Family and Children's Services
15-001-31	7	SPIRITT Family Services
15-001-32	8	Cambodian Association of America
15-001-33	8	South Bay Center for Counseling