



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

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



Board of Supervisors
HILDA L. SOLIS
First District
HOLLY J. MITCHELL
Second District
LINDSEY P. HORVATH
Third District
JANICE HAHN
Fourth District
KATHRYN BARGER
Fifth District

BRANDON T. NICHOLS
Director

JENNIE FERIA
Chief Deputy Director

January 14, 2025

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 AN EXTENSION TO THE SOLE SOURCE CONTRACT WITH
HAPPY TRAILS FOR KIDS FOR CAMPERSHIP PROGRAM
(ALL SUPERVISORIAL DISTRICTS) (3-VOTES)**

**CIO RECOMMENDATION: APPROVE (X) APPROVE WITH MODIFICATION ()
DISAPPROVE ()**

SUBJECT

The Department of Children and Family Services (DCFS) requests your Board's approval to extend the existing contract with Happy Trails for Kids (HTK) for the Campership Program.

IT IS RECOMMENDED THAT THE BOARD:

1. Delegate authority to the Director of DCFS, or designee, to execute an amendment, substantially similar to Attachment A, to rollover unspent funds from the Summer 2024 term to be used for Winter 2024-25 camp sessions, and to extend the contract term with HTK effective March 1, 2025 through February 28, 2026. The Maximum Term Contract Budget for the extended term is \$320,000, financed by 63 percent Flexible Family Supports (FFS) funds and 37 percent net County cost (NCC).
2. Delegate authority to the Director of DCFS, or designee, to execute amendments to the contract to extend the term, and change terms and conditions, to the Statement of Work and any of its Exhibits, if necessary to accommodate unanticipated changes in service needs and to increase or decrease the contract amount not to exceed 15 percent of the Contract Sum, provided that: a) sufficient funding is available; b) County Counsel approval is obtained; and c) Director of DCFS, or designee, notifies the Board and the Chief Executive Office (CEO), in writing, within ten (10) business days after execution.

3. Delegate authority to the Director of DCFS, or designee, to terminate the contract for convenience or default by written notice of amendment, provided that: a) County Counsel approval is obtained; and b) the Director of DCFS notifies the Board and the CEO, in writing, within ten (10) business days of execution.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The DCFS Campership Program provides a fun and educational summer camp experience to eligible children, ages 6 through 17, under DCFS supervision. Campership participation will assist children with experiencing personal growth, developing resiliency and confidence, building friendships and social connections, staying physically active, and learning the values of leadership. Camp sessions may also be offered at different times of the year.

A one-year extension will ensure the participation of up to 360 DCFS supervised children during the 2025 summer season. The sole source contract will allow reimbursement to HTK to serve children during the summer and alternate camp opportunities, such as winter, spring and day camp options. A one-year extension provides time to allow for a Request for Statement of Qualifications for the Campership Program to be developed to identify qualified camp vendors.

HTK has continuously demonstrated and expanded their camp program built around the understanding of and sensitivity to the comprehensive needs of children who have experienced child welfare involvement. The HTK camp program is specifically designed to encourage and support DCFS supervised children and to provide a safe, exciting and beneficial camp experience.

Implementation of Strategic Plan Goals

The recommended services support the County's Strategic Plan North Star 1, Make Investments That Transform Lives; Focus Area Goal A, Healthy Individuals and Families: Invest in County health systems and expand care capacity that supports the physical health, mental health, and well-being of individuals across the life course continuum. This includes addressing the social determinants of health that impact resident's well-being.

FISCAL IMPACT/FINANCING

The Maximum Term Contract Budget will be \$320,000, financed using 63 percent FFS funds and 37 percent NCC, for the term of March 1, 2025 through February 28, 2026.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The Board letter adopted on May 21, 2024, delegated authority to the Director of DCFS to execute a contract for the Campership Program with HTK, for a two-month term and one additional six-month extension. Subsequently, the contract with HTK was executed on July 1, 2024, and the six-month extension was effective on September 1, 2024.

On August 23, 2024, DCFS notified the Board of the execution of Amendment Number 1 to extend the term of the contract from September 1, 2024 to February 28, 2025.

The Board letter was reviewed by County Counsel and CEO. County Counsel approved the Amendment (Attachment A), as to form. The Sole Source Checklist (Attachment B) has been

approved by CEO.

CONTRACTING PROCESS

On October 17, 2024, DCFS sent a Notice of Intent (Attachment C), in compliance with the County of Los Angeles Code 5.100 (Sole Source Contracting policy), to your Board stating that it intended to extend the current Sole Source Contract with HTK for Campership Program.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

If the recommended actions are not approved, the County will not be able to provide campership services to such a large number of children under the supervision of DCFS during summer 2025 or offer the possible additional camp opportunities during the one-year contract term.

CONCLUSION

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

Respectfully submitted,



BRANDON T. NICHOLS

Director

BTN:JF:CMM:RWLTI:CP:SK:tc

Enclosures

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



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“To Enrich Lives Through Effective and Caring Service”

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IMPLEMENTATION OF STRATEGIC PLAN GOALS

The recommended services support the County's Strategic Plan North Star 1, Make Investments That Transform Lives; Focus Area Goal A, Healthy Individuals and Families: Invest in County health systems and expand care capacity that supports the physical health, mental health, and well-being of individuals across the life course continuum. This includes addressing the social determinants of health that impact resident's well-being.

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Honorable Board of Supervisors
January 14, 2025
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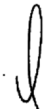
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Respectfully submitted,



BRANDON T. NICHOLS
Director

BTN:JF:CMM:RW
LTI:CP:SK:tc

Attachments

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



**AMENDMENT
NUMBER TWO
FOR
CAMPERSHIP PROGRAM
WITH
HAPPY TRAILS FOR KIDS
CONTRACT NUMBER 24-04-001**

**AMENDMENT NUMBER TWO
CAMPERSHIP PROGRAM
CONTRACT NUMBER 24-04-001**

This Amendment Number Two (hereinafter referred to as "Amendment") to the Campership Program Contract Number 24-04-001 (hereinafter referred to as "Contract") is made and entered into by and between the Department of Children and Family Services on behalf of the County of Los Angeles and its Board of Supervisors (hereinafter referred to as "COUNTY") and Happy Trails for Kids (hereinafter referred to as "CONTRACTOR"), in Los Angeles, California, this _____ 2025.

WHEREAS, COUNTY and the CONTRACTOR are parties to this Contract adopted by the Board on May 21, 2024, and executed by all parties on July 1, 2024; and

WHEREAS, Amendment No. One was to extend the Contract term effective September 1, 2024, through February 28, 2025; update Exhibit B: Pricing Sheet; update Exhibit C: Line-Item Budget and Budget Narrative; and

WHEREAS, the purpose of this Amendment is to extend the Contract term effective March 1, 2025, through February 28, 2026; updates Exhibit B: Pricing Sheet; updates Exhibit C: Line-Item Budget and Budget Narrative; and

NOW, THEREFORE, in consideration of the foregoing and mutual consent herein contained, COUNTY and the CONTRACTOR hereby agree to the Contract Amendment as follows:

1. **CONTRACT, SECTION 4, TERM OF CONTRACT**, Subsection 4.1, is amended to add subparagraph 4.1.2 to read as follows:

4.1.2 The term of this Contract is extended from March 1, 2025, through February 28, 2026, unless terminated earlier or extended.

2. **CONTRACT, SECTION 5, CONTRACT SUM**, Subsection 5.1 is amended to read as follows:

The parties agree that this is a Fixed Firm Fee for Service with a Maximum Term Contract Budget of \$310,500, for the contract term effective July 1, 2024, through February 28, 2025, for Campership Program.

The Maximum Annual Contract Budget of the extension from March 1, 2025, through February 28, 2026, is \$320,000.

County and Contractor agree that County will compensate Contractor, as specified to Exhibit B, Pricing Sheet.

3. **CONTRACT, EXHIBIT B, PRICING SHEET** is amended and attached to this Amendment.
4. **CONTRACT, EXHIBIT C, LINE-ITEM BUDGET AND BUDGET NARRATIVE** is amended and attached to this Amendment.

**AMENDMENT NUMBER TWO
CAMPERSHIP PROGRAM
CONTRACT NUMBER 24-04-001**

**EXCEPT AS AMENDED HEREIN, ALL TERMS AND CONDITIONS OF THIS
AGREEMENT SHALL REMAIN IN FULL FORCE AND EFFECT.**

**AMENDMENT NUMBER ONE
CAMPERSHIP PROGRAM
CONTRACT NUMBER 24-04-001**

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 warrant 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: _____

Name: _____

Title _____

By: _____

Name: _____

Title _____

Tax Identification Number

APPROVED AS TO FORM:
BY THE OFFICE OF COUNTY COUNSEL
DAWYN HARRISON, County Counsel

By: _____
David Beaudet, Senior Deputy County Counsel

PRICING SHEET CAMBERSHIP PROGRAM

Scope of Work

The Campership Program goal is to ensure that every eligible child under Los Angeles County DCFS supervision has an opportunity to learn and gain valuable experience by safely participating in the Campership Program. The Campership Program is partnering with Happy Trails for Kids, camp vendor to provide year-round intermittent camp opportunities, including Summer camps and Winter or Spring Break specialty camp sessions. Children with an open DCFS case, ages six through seventeen, are eligible to participate.

FIXED RATE/FEEES FOR THE FOLLOWING SERVICES

Type of Camp	Fee for Service	Estimated Total # of DCFS Children to be Served
Overnight Camp (One Week Session)	\$750 Per Overnight Session Per Child	Summer Camps: 360
Winter Camp	\$700 Per Overnight Session Per Child	Winter Camp: 100
Spring Camp	\$700 Per Overnight Session Per Child	Spring Camp: 75
Day Camp	\$125 Per Day; Maximum of Six Days; \$750 Maximum Per child	Day Camps: 200
Specialty Camp*	\$600 Per Session Per child	Specialty Camps: 100

*Specialty Camps have a unique focus and programs, such as: Filmmaking, Science or STEM, soccer or other organized sports. Specialty Camp rates will be set through negotiation and limited by the available funding.

Summer Camp Budget

It is approximately \$1800 per camper to attend overnight summer camp for 5 nights/6 Days. We currently offer 3 weeks of overnight camp. Expenses include rental facilities, trainings, administrative/insurance, transportation, staffing, supplies, programming/activities, registration and supplemental food and snacks.

PRICING SHEET CAMPERSHIP PROGRAM

Winter Camp Budget

It is approximately \$1,000 per camper to attend our overnight Winter Camp Retreat. Currently, due to rental fees, winter camp is generally 2 nights/3 days. Expenses include facilities and rental of the camp property, insurance and administrative matters, transportation, supplies, registration, supplemental food and camper snacks, and staff development/trainings/compliance.

Spring Camp Budget

It is approximately \$1,000 per camper to attend our overnight Spring Camp, generally 2-3 nights/43-4 days. Expenses include rental facilities of the sailboat, transportation, food and snacks, camp activities, staffing, registration and more.

Day Camps

It is approximately \$150.00 per day to provide a camper with a Day Camp experience. We offer Fall and Spring Day camps where campers experience a full day of activities, supervision, meals, and transportation, inc. Day Camps are held during school breaks or weekends.

Specialty Camps

We expect that specialty camps will be approximately \$1,000 per camper and are in the process of planning for the implementation of specialty camps. Expenses would include specific supplies or specialized equipment, trained faculty, food, lodging, activities, staffing, registration and transportation, administrative and compliance requirements.

Print Name: Lindsay Elliott	Title: Executive Director
Signature: 	Date: October 3, 2024

LINE-ITEM BUDGET AND BUDGET NARRATIVE

HAPPY TRAILS FOR KIDS FISCAL YEAR 2025-2026 BUDGET FOR CAMBERSHIP

Payroll Title	FTE	Hourly Rate	Compensation Allocable to Camp Activities
Camp Director	1	\$33.50	\$66,560
Executive Director	.25	\$55.00	\$27,500
Assistant Camp Director	1	\$25.00	\$4,500
Camp Counselor	50	\$17.27	\$140,750
Nurse	4	\$37.50	\$13,000
Arts Director	1	\$20.00	\$2,900
Junior Counselor Program Director	1	\$20.00	\$3,400
Activities Director	1	\$20.00	\$2,900
Camp Manager	1	\$20.00	\$3,500
Administrative Assistant	1	\$18.75	\$2,750
Mental & Emotional Support Coordinator	1	\$18.75	\$3,250
Staff Specialist	1	\$25.00	\$4,000
Total Salaries and Wages			\$275,010

Payroll Taxes	\$28,000
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Other Costs	
Insurance	\$32,044
Transportation	\$60,000
Camp Registration Facility	\$11,000
Camp Facility Rental	\$331,000
Staff Training	\$23,000
Supplies	\$64,000
Total Insurance/Other Costs	\$521,044

TOTAL DIRECT COSTS \$824,054

Total insurance costs are included in the CGL/D&O policy.

INDIRECT COST (List all appropriate)

General Accounting/Bookkeeping	\$15,000
Management Overhead (Specify)	\$0
Marketing & Advertising	\$4,500
Other	\$0

TOTAL INDIRECT COSTS \$19,500

TOTAL DIRECT AND INDIRECT COST	\$843,554
TOTAL COST FISCAL YEAR (FY) 25/26	\$843,554 Total
PROFIT	\$0
DONATIONS/PHILANTHROPY TO COVER ADDITIONAL COSTS	\$523,554
TOTAL BILLABLE COST TO DCFS CAMPERSHIP PROGRAM FOR FY 25/26 CAMP SESSIONS	\$320,000

BUDGET NARRATIVE

*FTE = Full Time Equivalent Positions

Note: Camp Director is a salaried position and is employed year-round. The Executive Director is a salaried position, is also employed year-round, but the FTE allocation relates to the amount of time dedicated to summer and other potential intermittent camp sessions. All other positions are seasonal employees and the FTE allocations are based on 40-hour work weeks or three-eight hour day based on the California Labor Code (see reference below) during the timeframes when camps are in session.

Under California's Organized Camp Exceptions set forth in the California Labor Code and California Health & Safety code, Happy Trails Camp Counselors make at least a weekly salary of 85% of the state minimum wage.

DIRECT COSTS:

Camp Director - Camp Director oversees, manages and supervises all aspects of camp. It is a salaried position and is employed year-round. The FTE allocation \$66,560 relates to the amount of time dedicated to camp.
Executive Director - Leads and oversees all aspects of Happy Trails operations, administration and programming at Happy Trails for Kids. It is a salaried position and is employed year-round. The FTE allocation of \$27,500 relates to the amount of time dedicated to camp.
Assistant Camp Director – Supports Camp Director and is a seasonal employees and the FTE allocation of \$4,500 is based on 40-hour work weeks during the timeframe camp is in session.
Camp Counselor – Provides supervision and support to campers and is a seasonal employee and the FTE allocation of \$140,750 is based on 40-hour work weeks during the timeframe camp is in session. Under California's Organized Camp Exceptions set forth in the California Labor Code and California Health & Safety code, Happy Trails Camp Counselors make at least a weekly salary of 85% of the state minimum wage, if hours worked are less than 40 hours a week, at least 85% of minimum wage for each hour worked.
Nurse – Oversees the administration and organization and supervision of medical protocols at camp and the FTE allocation of \$13,000 is based on 40-hour work weeks during the timeframe camp is in session.
Arts Director – oversees arts and craft and the FTE allocation of \$2,900 is based on 40-hour work week during the timeframe camp is in session. Under California's Organized Camp Exceptions set forth in the California Labor Code and California Health & Safety code, Happy Trails Camp Counselors make at least a weekly salary of 85% of the state minimum wage, if hours worked are less than 40 hours a week, at least 85% of minimum wage for each hour worked..
Junior Counselor Program Director – Serves as the counselor and coordinator and FTE allocation of \$3,400 is based on 40-hour work weeks during the timeframe camp is in session. Under California's Organized Camp Exceptions set forth in the California Labor Code and California Health & Safety code, Happy Trails Camp Counselors make at least a weekly salary of 85% of the state minimum wage, if hours worked are less than 40 hours a week, at least 85% of minimum wage for each hour worked.
Activities Director – Develops and facilitates recreational activities for campers and the FTE allocation of \$2,900 is based on 40-hour work weeks during the timeframe camp is in session. Under California's Organized Camp Exceptions set forth in the California Labor Code and California Health & Safety code, Happy Trails Camp Counselors make at least a weekly salary of 85% of the state minimum wage, if hours worked are less than 40 hours a week, at least 85% of minimum wage for each hour worked.
Camp Manager- Manages logistical and special projects at camp and the FTE allocation of \$3,500 is based on 40-hour work weeks during the timeframe camp is in session. Under California's Organized Camp Exceptions set forth in the California Labor Code and California Health & Safety code, Happy Trails Camp Counselors make at least a weekly salary of 85% of the state minimum wage, if hours worked are less than 40 hours a week, at least 85% of minimum wage for each hour worked.
Administrative Assistant – Maintains and organizes supplies and supports leadership team at camp and the FTE allocation of \$2,750 is based on 40-hour work weeks during the timeframe camp is in session. Under California's Organized Camp Exceptions set forth in the California Labor Code and California Health & Safety code, Happy Trails Camp Counselors make at least a weekly salary of 85% of the state minimum wage, if hours worked are less than 40 hours a week, at least 85% of minimum wage for each hour worked.

Mental & Emotional Support Coordinator – Provides enhances support to campers and counselors- FTE allocation of \$3,250 is based on 40-hour work weeks during the timeframe camp is in session. Under California’s Organized Camp Exceptions set forth in the California Labor Code and California Health & Safety code, Happy Trails Camp Counselors make at least a weekly salary of 85% of the state minimum wage, if hours worked are less than 40 hours a week, at least 85% of minimum wage for each hour worked.
Staff Specialist – Supports Camp Counselors in executing activities and recreational activities at camp and FTE allocation of \$4,000 is based on 40-hour work weeks during the timeframe camp is in session. Under California’s Organized Camp Exceptions set forth in the California Labor Code and California Health & Safety code, Happy Trails Camp Counselors make at least a weekly salary of 85% of the state minimum wage, if hours worked are less than 40 hours a week, at least 85% of minimum wage for each hour worked.
Transportation – Includes \$60,000 in transportation to and from camp. This expense can fluctuate depending on the cost of the bus or other vehicle rentals. Also sometimes transportation funds are donated.
Staff Training – Includes \$23,000 in staff training for overnight facility rentals for training venues, recruitment, supplies, curriculum, facilitators and other mandated or recommended training procedures.
Supplies – Includes \$64,000 in supplies necessary for programs and camp activities, camper necessities (sleeping bags, hygiene, medical supplies, shirts, snacks, water bottles) and any other activities not covered under the standard facility rental.
Camp Registration Facility – Includes \$11,000 for facilities at Carson Community Center to host and operate camper registration.
Camp Facility Rental Facility – Includes \$331,000 costs for three (3) weeks of overnight camp at Pathfinder Ranch, includes food, schedule of activities and board, plus potential intermittent camp sessions in possible alternative locations.
Payroll Taxes – Includes \$28,000 for standard payroll taxes for full time and seasonable employees allocated for camp.

TOTAL DIRECT COSTS: **\$824,054**

INDIRECT COSTS: The contractor may include cost associated with insurance, management and overhead costs, and general accounting/bookkeeping. All details and computations associated with indirect cost must be explained.

Marketing and Advertising – Includes \$4,500 for camper database, registration and communication system as well as camp informational material distributed within the community and to partners.

General Accounting/Bookkeeping – Includes \$15,000 for processing and reviewing invoices and payments, financial statements and other financial matters as it pertains to operations and our financial responsibilities. Prepares federal and state forms. Assist with implementing financial plan and compliance.

TOTAL INDRECT COSTS: **\$ 19,500**

TOTAL DIRECT AND INDIRECT COST: **\$843,554**

Philanthropy/Donations – Happy Trails Camp receives funds and donations from community, individual and corporate partners to support our mission and programs:

- Private donations, fundraising and community foundations. Contributions from individual donors, grants and foundations support Happy Trails programs.
- In kind donations – Toy donation, supplies and other activities supplement necessary items for camp as well as enhance programs and recreational activities for the campers.

DONATIONS/PHILANTHROPY TO COVER ADDITIONAL COSTS **\$523,554**

TOTAL COST BILLABLE TO COUNTY: **\$320,000**

For purposes of this solicitation, the budget must be calculated based on the camp rate x the number of children projected to be served. Calculation must be as follows:

CALCULATED BUDGET:

Rate per child Overnight Summer Camp \$750 X # of Children: 360 = Total \$270,000

Rate per child Overnight Winter Camp \$700 X # of Children: 100 = Total \$70,000

Rate per child Overnight Spring Camp \$700 X # of Children: 75 = Total \$52,500

Rate per child Day Camp \$125 X Maximum of Six Days # of Children: 200 = Total \$150,000


Rate per child Specialty Camp \$600 X # of Children: 100 = Total \$60,000

Total charge to DCFS per approved rate for all potential sessions = \$602,500 less philanthropy \$523,554

Total Potential Charge to DCFS: \$320,000

The budget per vendor will be based on the total Campership Available funding

Camp vendor (name of vendor) Happy Trails for Kids agrees and attests that the Rate shown above is the total rate to be paid to the vendor for providing campership services.

Print Name: Lindsay Elliott	Title: Executive Director, Happy Trails for Kids
Signature: 	Date: 10/4/24

Approved 10/04/24 Lorna Schill, CSA III

SOLE SOURCE CHECKLIST

Department Name: Children and Family Services

New Sole Source Contract

Sole Source Amendment to Existing Contract

Date Existing Contract First Approved: 07/01/2024

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: 2024.12.09 10:08:39 -08'00'

Chief Executive Office

Date

SOLE SOURCE JUSTIFICATION

It is the policy of the County to solicit the maximum number of bids/proposals for a commodity or service from the largest relevant market and to select vendors on a competitive basis.

There are certain acquisitions which, when in the best interest of the County, can only be obtained from a sole source. Sole source acquisitions must be justified in sufficient detail to explain the basis for suspending the usual competitive procurement process.

NOTE: Please refer to Section 2.5 of the Los Angeles County Services, Supplies & Equipment Contract/Purchasing Policy Manual (Attachment III).

DOCUMENTATION FOR SOLE SOURCE JUSTIFICATION MUST INCLUDE RESPONSES TO THE FOLLOWING QUESTIONS WHEN APPLICABLE:

1. What is being requested?

This is a request to extend the current sole source contract with Happy Trails for Kids (HTK), from March 1, 2025 to February 28, 2026.

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

The HTK 2024 summer session can serve up to 360 children, with a contract sum of \$320,000. The proposed sole source contract is only needed for a year as a Request for Statement of Qualifications for the Campership Program is anticipated to result in contract awards in 2025.

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

Yes, HTK is an established camp vendor with an outstanding camp program designed specifically to serve DCFS supervised children, including children in home of parents and in foster care. The HTK program has been providing specialized camp services which meets the unique needs of DCFS supervised children for over ten years. HTK is the only current DCFS approved camp vendor able to serve over 300 children during summer 2025 and winter 2026.

4. Have other product/vendors been considered?

Yes, however there are no other approved Campership camp vendors who can offer the specialized camp program provided by HTK or serve over 300 DCFS children during summer 2025 and winter 2026.

5. Will purchase of this product avoid other cost?

Not applicable.

6. Is this product proprietary or is it available from various dealers?

The HTK camp program has been specifically designed to serve DCFS supervised children. There are currently no other approved camp vendors which offer the HTK specialized camp program.

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

Yes, there is a County discount as the rate offered by HTK is much less than the actual cost to provide the camp services.

8. What is the dollar value of existing equipment and the Purchase Order No. for the existing equipment?

Not applicable.

Approval Signature: _____ Date: _____



**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

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Second District
LINDSEY P. HORVATH
Third District
JANICE HAHN
Fourth District
KATHRYN BARGER
Fifth District

October 17, 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 EXTEND THE SOLE SOURCE CONTRACT FOR
CAMPERSHIP PROGRAM WITH HAPPY TRAILS FOR KIDS**

This notice is issued in compliance with Board Policy 5.100, Sole Source Contracts, to notify the Board that the Department of Children and Family Services (DCFS) intends to request the Board's delegated authority to extend the Sole Source Contract with Happy Trails for Kids (HTK) (Contract Number 24-04-001).

The Board letter adopted on May 21, 2024, delegated authority to the Director of DCFS to enter into a Sole Source Contract with HTK for a two-month term, effective July 1, 2024 through August 31, 2024, with an option to extend for an additional six months. The six-month extension was executed on September 1, 2024, and the current contract will expire on February 28, 2025. In order to prevent a gap in services and allow sufficient time to complete a Request for Statement of Qualifications solicitation and execute new contracts, DCFS intends to execute an amendment to the aforementioned contract to extend the term effective March 1, 2025 through February 28, 2026.

The Maximum Contract Sum for the extension will be \$320,000, financed using 63 percent Flexible Family Support funds and 37 percent net County cost.

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

BTN:LM:CMM
LTI:CP:SK:tc

Each Supervisor
October 17, 2024
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c: Chief Executive Officer
County Counsel
Executive Officer, Board of Supervisors