

BOARD OF SUPERVISORS

June 3, 2025

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Holly J. Mitchell

Lindsey P. Horvath

Janice Hahn

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36 June 3, 2025

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



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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

Dear Supervisors:

**AUTHORIZATION TO AWARD AND EXECUTE
FISCAL YEAR 2025-26 SUBAWARD FOR
DIETARY ADMINISTRATIVE SUPPORT SERVICES 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 Dietary Administrative Support Services Program (DASSP) Subaward for the term effective July 1, 2025 through June 30, 2026, with AD having the sole option to extend the Subaward term for three (3) annual renewal options for a maximum of total Subaward term of four (4) years with CNS/RQA/CA, Inc. for an anticipated annual amount of \$719,400 and 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 DASSP Subaward for the term effective July 1, 2025 through June 30, 2026, with AD having the sole option to extend the Subaward term for three (3) annual renewal options for a maximum total Subaward term of four (4) years with CNS/RQA/CA, Inc. for an anticipated annual amount of \$719,400. Allocation to the Subrecipient is subject to the availability of funding and is contingent upon Subrecipient's performance in meeting the goals of DASSP, as well as Subrecipient's adherence to its Subaward terms.



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

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 geographic 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 DASSP services, that enhance the quality of life for older adults and help older adults remain in their homes and communities as they age.

AD provides several million meals each year to older adults in their homes and at congregate meal sites through the Elderly Nutrition Program (ENP). Through DASSP, registered dietitians provide nutritional guidance and support to ENP vendors and clients. These dietitians ensure ENP meal services meet nutritional, food safety, and other requirements. They also provide nutrition counseling and education related to meal planning, obesity prevention, dietary best practices, and other topics to support the nutritional health of ENP clients.

AD conducted a competitive Request for Proposals (RFP) solicitation on December 17, 2024, which resulted in CNS/RQA/CA, Inc., a for-profit organization, being selected as the successful Proposer. CDA has approved the award to CNS/RQA/CA, Inc. pursuant to Title 22 California Code of Regulations Section 7362 (Pre-Award Review) that requires an AAA to obtain CDA approval prior to awarding a contract to a for-profit entity. As such, 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

The DASSP is financed with federal Older Americans Act (OAA) Title III Part C (Nutrition Services) funds. The anticipated annual funding for the recommended Subaward is \$719,400. The requested Board authority will allow AD to allocate funds for the DASSP subaward annually for an anticipated four (4) year total of \$2,877,600 for the Subaward term of July 1, 2025 through June 30, 2029. The DASSP funding will be included in AD's Fiscal Year 2025-26 Final Adopted budget. 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.

The original term of the Subaward will commence on July 1, 2025 through June 30, 2026, with AD having the sole option to extend the Subaward term for three (3) annual renewal options for a maximum of total Subaward term of four (4) years.

CONTRACTING PROCESS

On December 17, 2024, AD released a competitive RFP solicitation (in accordance with federal, State, and County procurement standards) under proposal number AAA-DASSP-2526 RFP. AD was seeking a qualified Proposer to provide DASSP 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 DASSP services. Based on WebVen registered vendors associated with those commodity/service codes, this notification was sent to approximately 11,525 potential Proposers.
- GovDelivery Notifications: AD utilizes GovDelivery, a web-based email subscription management system, which includes approximately 4,301 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) proposals in response to the RFP. In accordance with County requirements, the proposals were reviewed and 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 of the 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.

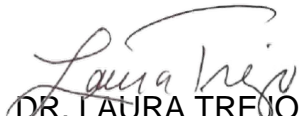
IMPACT ON CURRENT SERVICES

Approval of the recommended actions will allow for the continued provision of DASSP services countywide. These services enhance the nutritional well-being of older adults receiving congregate and home-delivered meals within 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 Subaward, and any future amendments as noted herein. Should you have any questions, please contact me directly, or your staff may contact Victoria Jump, Assistant Director, at VJump@ad.lacounty.gov.

Respectfully Submitted,


DR. LAURA TREJO
Director

LT:LS:MT:VJ:IP:bf

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	3%
	Hispanic/Latino	45%
	Asian or Pacific Islander	6%
	American Indian	0%
	Subcontinent Asian	3%
	White	42%
	<i>Female (include above)</i>	87%

* Information was provided by Proposer in response to the RFP (AAA-DASSP-2526 RFP). On final analysis and consideration of award, successful Proposer was selected without regard to race, creed, or color.