



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

HILDA L. SOLIS

First District

HOLLY J. MITCHELL

Second District

LINDSEY P. HORVATH

Third District

JANICE HAHN

Fourth District

KATHRYN BARGER

Fifth District

September 30, 2025

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

Dear Supervisors:

**REQUEST TO EXTEND A CONTRACT WITH THE REGENTS OF THE UNIVERSITY  
OF CALIFORNIA LOS ANGELES FOR PREPARATION AND SUPPORT FOR  
FAMILIES CONSIDERING ADOPTING CHILDREN WITH SPECIAL NEEDS  
(ALL SUPERVISORIAL DISTRICTS) (3 VOTES)**

**SUBJECT:**

The Department of Children and Family Services (DCFS) requests the Board's approval to extend the existing sole source contract with the Regents of the University of California Los Angeles (Regents of UCLA) to provide Preparation and Support for Families Considering Adopting Children with Special Needs (P&S) services for an additional year beyond the original contract term effective November 1, 2025 through October 31, 2026.

**IT IS RECOMMENDED THAT THE BOARD:**

1. Delegate authority to the Director of DCFS, or designee, to extend the existing sole source contract with the Regents of UCLA for an additional one-year period beyond the original contract term by amendment (substantially similar to Attachment A) effective November 1, 2025 through October 31, 2026. The extension will enable DCFS to release, process and complete a Request for Proposals (RFP) to solicit a new contract without a lapse or disruption in current services. The Maximum Annual Contract Amount for the one-year extension is \$479,000 financed using 75 percent Federal funds, 17.5 percent State funds, and 7.5 percent net County cost. Sufficient funding for this contract is included in the Department's Fiscal Year (FY) 2025-2026 Adopted Budget and will be included in the DCFS FY 2026-2027 budget request.

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2. Delegate authority to the Director of DCFS, or designee, to further extend the contract by written notice or amendment for an additional six months on an automatic month-to-month basis beyond October 31, 2026, if such time is necessary to complete the solicitation, 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 10 business days after the execution of such amendments.

### **PURPOSE/JUSTIFICATION OF RECOMMENDATION OF ACTION**

On April 27, 2022, DCFS notified your Board that it intended to negotiate this contract with the Regents of UCLA. The Regents of UCLA, operating through the University of California Los Angeles Training, Intervention, Education and Services (TIES) for Families, has more than 18 years of experience in servicing DCFS families. TIES has a distinct program where families are eligible to receive ongoing, culturally responsive, trauma-informed, high-quality multidisciplinary services all in one location at no cost.

The P&S services focus on hard-to-place children with biological vulnerabilities and multiple placements. These services promote permanency for children by preparing prospective resource/adoptive parents and adoptive families for the challenges related to parenting special needs children. DCFS has determined that the P&S services help improve timeframes for adoption matching and help to retain resource parents.

The P&S contract includes the following services: 1) presentations at the pre-service classes to recruit families to participate in the P&S services program – the presentations educate prospective resource parents about the P&S program, prenatal drug exposure, and how trauma impacts behavior; 2) enhanced training for prospective and approved resource families interested in adoption, which would then allow them to be eligible for a multitude of therapeutic services by a multi-disciplinary team before, during, and after adoptive placement; 3) multi-disciplinary assessments/consultations for identified children who have been difficult to place due to their complex needs in order to help families make informed decisions about adopting special needs children; and 4) Therapeutic Grief Intervention services to support groups and individual counseling for prospective adoptive families who are dealing with the loss or potential loss of a child in their home whom they were hoping to adopt.

The recommended action will allow DCFS to continue to provide P&S services without interruption to prospective resource parents and adoptive families of children with special needs, from newborn to 17 years, particularly those children with prenatal exposure to alcohol and other substances.

### **Implementation of Strategic Plan Goals**

The recommended actions are consistent with the principles of the County Strategic Plan North Star #1, Make Investments That Transform Lives by supporting vulnerable populations through efforts that promote child safety, protection, and family well-being.

### **FISCAL IMPACT/FINANCING**

The Maximum Annual Contract Amount for the one-year extension is \$479,000 financed using 75 percent Federal funds, 17.5 percent State funds, and 7.5 percent net County cost. Sufficient funding for these contracts is included in the department's FY 2025-2026 Adopted Budget and will be included in the FY 2026-2027 budget request.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

The California Department of Social Services (CDSS), Management and Office Procedures Manual Letter OPS-01-02, Section 23-621.11 and Section 23-650.14 permits departments to enter into Procurement by Negotiation for sole source contracts with public educational institutions for a term of no more than three years.

On February 20, 2025, CDSS granted DCFS authority to extend the current P&S contract for an additional one-year period effective November 1, 2025 through October 31, 2026, and to solicit for a new contract with a five-year term. For more information, please see Attachment B. In addition, the Board was notified of this extension on May 30, 2025, as required by Board Policy 5.100.

County Counsel and the CEO have reviewed this Board letter. County Counsel has approved the amendment (Attachment A) as to form.

### **IMPACT ON CURRENT SERVICES (OR PROJECTS)**

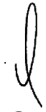
The P&S services are needed during the time period required to release, process and complete an RFP to solicit new contracts without a lapse or disruption in current services. The approval of the recommended action will allow DCFS the time necessary to diligently complete the solicitation process and award new contracts.

### **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 Supervisor  
September 30, 2025  
Page 4

Respectfully submitted,



BRANDON T. NICHOLS  
Director

BTN:JF:CMM:RW  
LTI:AO:CK:ja

Attachments

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



**AMENDMENT NUMBER THREE**

**PREPARATION AND SUPPORT FOR FAMILIES**  
**ADOPTING CHILDREN WITH SPECIAL NEEDS**

**Assistance Listing Number 93.659**

**CONTRACT NUMBER 22-11-01**

**WITH**

**THE REGENTS OF THE  
UNIVERSITY OF CALIFORNIA LOS ANGELES  
(REGENTS OF UCLA)**

**AMENDMENT NUMBER THREE**  
**PREPARATION AND SUPPORT FOR FAMILIES**  
**ADOPTING CHILDREN WITH SPECIAL NEEDS**  
**CONTRACT NUMBER 22-11-01**

This Amendment Number Three ("Amendment") to the Preparation and Support for Families Adopting Children with Special Needs (P&S) Contract, ("Contract") is made and entered into by and between the County of Los Angeles ("COUNTY") and The Regents of the University of California Los Angeles (Regents of UCLA) ("CONTRACTOR"), in Los Angeles, California this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

**WHEREAS**, COUNTY and CONTRACTOR are parties to the Contract adopted by the Board on October 18, 2022, and CONTRACTOR has been providing P&S Services to the COUNTY Department of Children and Family Services;

**WHEREAS**, this Amendment is prepared pursuant to the provisions set forth in SECTION 8.0, **STANDARD TERMS AND CONDITIONS**, sub-section 8.1 Amendments;

**WHEREAS**, this Amendment extends the P&S Services contract beyond the original contract term, effective November 1, 2025 through October 31, 2026, to release and complete a solicitation; and

**NOW, THEREFORE**, COUNTY and CONTRACTOR mutually agree to the amend the contract as follows:

1. **Section 4.0, Term of Contract, Subsection 4.1.3**, is added to read as follows:

4.1.3 The Contract term is extended for an additional year effective November 1, 2025 through October 31, 2026.

2. **Section 5.0, Contract Sum**, Subsection 5.1, is amended to add Subsection 5.1.3 to read as follows:

5.1.3 The Maximum Annual Contract Sum for each year is as follows:

For the period of 11/01/22-10/31/23	\$ 484,680
For the period of 11/01/23-10/31/24:	\$ 513,080
For the period of 11/01/24-10/31/25:	\$ 511,660
<u>For the period of 11/01/25-10/31/26:</u>	<u>\$ 479,000</u>

3. A Line Item Budget and Budget Narrative for the period of November 1, 2025 through October 31, 2026, is attached to this amendment and incorporated as part of Exhibit C, **Line Item Budget and Budget Narrative**.

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

**AMENDMENT NUMBER THREE  
PREPARATION AND SUPPORT FOR FAMILIES  
ADOPTING CHILDREN WITH SPECIAL NEEDS  
CONTRACT NUMBER 22-11-01**

IN WITNESS WHEREOF, the Board of Supervisors of the COUNTY of Los Angeles has caused this Amendment Number Three to be subscribed on its behalf by the Director of the Department of Children and Family Services and the CONTRACTOR has caused this Amendment Number Three 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 Contract.

COUNTY OF LOS ANGELES:

CONTRACTOR:

By: \_\_\_\_\_  
BRANDON T. NICHOLS, DIRECTOR  
Department of Children and Family Services

\_\_\_\_\_  
Name of Agency

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

By: \_\_\_\_\_

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 Counselor



February 20, 2025

Leticia Torres-Ibarra, Division Manager  
 Contracts Administration Division  
 Department of Children and Family Services  
 County of Los Angeles  
 425 Shatto Place  
 Los Angeles, CA 90020

**SUBJECT: APPROVAL TO EXTEND PREPARATION AND SUPPORT FOR  
 FAMILIES CONSIDERING ADOPTING CHILDREN WITH SPECIAL  
 NEEDS SERVICES CONTRACTS**

Dear Leticia Torres-Ibarra:

By letter dated February 6, 2025, the County of Los Angeles (County) requests approval to extend its existing Preparation and Support for Families Considering Adopting Children with Special Needs (P&S) Services contract for an additional one-year in order to complete the Request for Proposal (RFP) process for new contracts.

P&S services is a training program designed to educate prospective resource/adoptive parents in the areas of prenatal substance exposure, biological vulnerabilities, multiple placements, and abuse and neglect, to help better meet the needs of children waiting to be adopted.

The County makes the request pursuant to California Department of Social Services (CDSS) Manual of Policies and Procedures (MPP) 23-622.2. However, MPP 23-622.2 would not be the appropriate authority for this extension request. MPP 23-622.2 applies when *“the county is unable to renegotiate the contract for the extended term...”* which does not appear to be the case here.

However, since the County has made the request, CDSS will consider this request under MPP section 23-650.18, “[o]ther situations, where unique circumstances necessitate procurement by negotiation, shall require CDSS approval and, when necessary federal agency approval.”

The County states the RFP process for P&S services on average takes 18-24 months. The current contracts are scheduled to expire October 31, 2025, and the County is set to release the new solicitation in late 2025. To allow the County sufficient time to complete the solicitation process without a lapse or disruption in current services, CDSS



approves the request to extend the existing P&S contract extensions of the contracts for an additional one year.

In addition, the County requests a five (5) year contract term due to MPP 23.621.11 which limits these contracts to a three (3) year term. MPP Section 23-621.1.15.152 allows CDSS to consider a request for a contract term longer than three (3) years with the use of a competitive procurement. As required by regulation, CDSS must review the cost impact, the overall benefit to the program, the impact on competition of the longer term, and conformity to state and federal procurement laws and regulations in evaluating this request.

The County states that the three-year term does not allow for continuity of services given that the solicitation process takes 18 to 24 months to complete. A five (5) year contract term will allow the County to release a solicitation every three years rather than a year after new contracts are in place as with the three (3) year term. Additionally, by extending the contract term to a five (5) year period, the County will be able to achieve cost saving by conducting solicitations using longer intervals between solicitations which in turn will provide continuity of services by contractors. Program managers will also have the availability of sufficient data to evaluate and improve the SOW.

CDSS considered the impact on competition, the cost savings to the County and program benefits. On balance, the cost savings and program benefits appear to outweigh a potentially negative impact on competition. Additionally, five (5) year term appears to be in conformity with state and federal procurement laws and regulations. Therefore, the request is approved.

For comments or questions, I may be reached at [Sharon.Hoshiyama@dss.ca.gov](mailto:Sharon.Hoshiyama@dss.ca.gov).

Sincerely,

A handwritten signature in cursive script that reads "Sharon Hoshiyama".

Sharon Hoshiyama, Section Chief  
Grants, MOU, Child Services Direct Services

# 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:

10/18/2022

Check (✓)	<b>JUSTIFICATION FOR SOLE SOURCE CONTRACTS AND AMENDMENTS</b> 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: 2025.09.10 20:43:28 -07'00'

Chief Executive Office

Date

## **Sole Source Justification**

Preparation and Support for Families Adopting Children with Special Needs (P&S)

Term: November 1, 2025 to October 31, 2026

1. What is being requested?

A one-year extension of the existing contract is requested to prevent a break in services while a competitive solicitation process, Request for Proposal (RFP), is underway.

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

The current contract will expire on October 31, 2025. A one-year extension is needed to maintain continuity of services during the time required to complete the RFP process. The program provides critical services that promote permanency for children by preparing prospective resource and adoptive parents for the unique challenges of parenting children with special needs. DCFS has found that the Preparation and Support (P&S) program improves adoption matching timeframes and supports the retention of resource families.

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

Yes. This contractor is uniquely positioned to meet the Department's needs. They are the only provider offering multidisciplinary assessments that match children with families based on individualized needs. Furthermore, families who complete the preparation training are eligible for no-cost access to group and individual mental health services.

4. Have other products or vendor been considered?

Yes, other contractors have been considered in the past. However, no other vendor offers the combination of multidisciplinary assessments and access to mental health services for resource/adoptive families.

5. Will purchase of this product avoid other costs?

Yes. The contractor delivers comprehensive services such as training, therapy, and assessments that would otherwise need to be sourced separately from multiple providers. This integration reduces administrative and service coordination costs while supporting family readiness and stability.

6. Is this product proprietary or available from other dealers?

Not applicable.

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

Not applicable.

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

Not applicable.



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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First District

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KATHRYN BARGER

Fifth District

May 30, 2025

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

From: Brandon T. Nichols  
Director

#### **NOTICE OF INTENT TO EXTEND THE TERM OF THE CURRENT SOLE SOURCE CONTRACT FOR THE PREPARATION AND SUPPORT FOR FAMILIES CONSIDERING ADOPTING CHILDREN WITH SPECIAL NEEDS SERVICES BEYOND THE ORIGINAL CONTRACT TERM**

In compliance with Board Policy 5.100, Sole Source Contracts and Amendments, the Department of Children and Family Services (DCFS) is notifying the Board of its intent to extend the current Preparation and Support for Families Considering Adopting Children with Special Needs (P&S) contract with the Regents of the University of California Los Angeles (Regents of UCLA) beyond its original contract term.

The extension will allow DCFS to release and complete the solicitation process without a lapse or disruption in current services. The additional one-year extension, effective November 1, 2025 through October 31, 2026, will enable DCFS to process the Request for Proposals solicitation, which is anticipated to be released in September 2025. The Maximum Annual Contract amount will be \$479,000 for the additional one-year extension, financed using 75 percent Federal funds, 17.5 percent State funds and 7.5 percent net County cost. Funding for the P&S contract has been included in the Department's Fiscal Year 2025-2026 Recommended Budget.

The P&S services promote permanency for children by preparing prospective resource/adoptive parents for the challenges associated with parenting and providing permanency to special needs children between the ages of 0-17. P&S services is a training program designed to educate prospective resource/adoptive parents in the areas

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of prenatal substance exposure, biological vulnerabilities, multiple placements and abuse and neglect to help better meet the needs of children waiting to be adopted who have been unfavorably impacted. Additionally, P&S provides multidisciplinary evaluations on children in need of an adoptive family and grief support groups/individuals for families involved in concurrent planning.

On February 20, 2025, the California Department of Social Services granted DCFS authority to extend the current P&S contract for an additional one-year period effective November 1, 2025 through October 31, 2026. For more information, please see Attachment A.

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:JF:CMM:RW  
LTI:AO:CK:ja

Attachment

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



February 20, 2025

Leticia Torres-Ibarra, Division Manager  
Contracts Administration Division  
Department of Children and Family Services  
County of Los Angeles  
425 Shatto Place  
Los Angeles, CA 90020

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Sincerely,



Sharon Hoshiyama, Section Chief  
Grants, MOU, Child Services Direct Services