



BOARD OF SUPERVISORS

- Hilda L. Solis
- Holly J. Mitchell
- Lindsey P. Horvath
- Janice Hahn
- Kathryn Barger

June 16, 2026

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

Dear Supervisors:

EXECUTIVE LEADERSHIP

- Maral V. Karaccusian
Director
- Victoria Jump
Acting Chief Deputy Director
- Susan Huff
Administrative Deputy II
- Anna Avdalyan
Assistant Director
- Ivan Pacheco
Chief Information Officer

AUTHORIZATION TO AWARD AND EXECUTE SOLE SOURCE CONTRACTS FOR AGING AND DISABILITY RESOURCE CONNECTION SERVICES

**(ALL SUPERVISORIAL DISTRICTS)
(3-VOTES)**

SUBJECT

The County of Los Angeles (County) Aging & Disabilities Department (AD) seeks approval to award and execute two (2) sole source contracts for Aging and Disability Resource Connection (ADRC) services with the City of Los Angeles Department of Aging and Communities Actively Living Independent and Free (CALIF), effective July 1, 2026 through June 30, 2027, with two (2) annual extension options (maximum three (3) year term). The initial Fiscal Year (FY) 2026-27 funding is \$442,000, with a total of \$1,326,000 including all option years, and delegated authority to execute amendments as needed to ensure continued ADRC services in the Central and South Los Angeles region.

IT IS RECOMMENDED THAT YOUR BOARD

1. Authorize AD’s Director, or designee, to execute two (2) sole source contracts with the City of Los Angeles Department of Aging and CALIF, effective July 1, 2026 through June 30, 2027, and subsequently execute up to two (2) annual renewal options for a maximum contract term of three (3) years. The initial FY 2026-27 funding is \$442,000, as described in Attachment I, with a total of \$1,326,000 including all option years. AD will obtain County Counsel approval as to the form of the contract prior to executing these contracts and will provide written confirmation to the Chief Executive Office (CEO) within thirty (30) business days of completing this action.

GET IN TOUCH
510 S. Vermont Avenue, Suite 1100
Los Angeles, CA 90020
ad.lacounty.gov
info@ad.lacounty.gov

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



2. Delegate authority to AD's Director, or designee, to execute amendments with these Contractors that serve the best interests of the County during the contract term as follows: 1) add new, relevant, or updated federal, State, County and/or other contract terms and conditions; and, 2) increase or decrease the contract 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 contract sum, in response to the availability of funding and/or based on Contractor 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) business days of completing this action.
3. Delegate authority to AD's Director, or designee, to terminate contract(s) with the Contractor(s) upon Contractor's request, or to effectuate any of the termination provisions in the contract(s), including termination for the convenience of the County, provided: a) County Counsel's approval is obtained prior to termination of the contract, 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 ADRC initiative started as a collaborative effort between the State of California, the federal Administration for Community Living (ACL), the Centers for Medicare and Medicaid Services (CMS), and the Veterans Administration (VA). The ADRC's purpose is to provide a single more coordinated system for people seeking reliable information and access to Long-Term Services and Supports (LTSS). This objective is achieved by building community partnerships, providing services using a person-centered approach, and reducing the number of barriers for accessing services.

In April 2023, AD, 211 LA, and five Independent Living Centers (ILCs) submitted a joint application to the California Department of Aging (CDA) for ADRC Infrastructure Grant funding. On March 3, 2026, CDA approved the Los Angeles County partnership's application and formally designated the County as an ADRC network. This designation reflects a coordinated, countywide effort and a shared vision to establish an integrated ADRC system across Los Angeles.

Historically, ADRC services in the Central and South Los Angeles regions have been delivered through a collaborative partnership involving the City of Los Angeles Department of Aging, 211 LA, and CALIF. The current agreements supporting these services are scheduled to expire on June 30, 2026.

CDA has notified AD that, effective July 1, 2026, the County will assume responsibility for administering ADRC services and managing the distribution of ADRC Infrastructure Grant funding. As a result, AD will assume oversight of ADRC service delivery in these regions, including services currently provided by the City of Los Angeles Department of Aging and CALIF.

AD supports the continuation of the ADRC Program, which provides a coordinated “No Wrong Door” (NWD) system connecting older adults, individuals with disabilities, caregivers, and families to information, referrals, and access to long-term services and supports (LTSS). Through this model, individuals are able to navigate available programs and resources while promoting coordinated service delivery across multiple agencies and systems.

AD, 211 LA, and the ILCs will continue to operate as coordinated partners to support the further development, implementation, and sustainability of the County’s ADRC network. The ADRC Infrastructure Grants Program supports the creation of integrated service networks designed to help older adults, individuals with disabilities, and caregivers navigate what is often a fragmented system of long-term services and supports. The ADRC model enables consumers to access services through a single-entry point, either one organization or a coordinated network, thereby improving access and service coordination.

To ensure continuity of services and prevent disruption for individuals currently receiving ADRC support in the Central and South Los Angeles regions, AD intends to enter into sole source agreements with the City of Los Angeles Department of Aging and CALIF while assuming responsibility for countywide ADRC program administration.

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 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.
- North Star 3, Focus Area Goal A, Strategy 2 (Stakeholder Engagement) by ensuring stakeholder engagement in policy development.

FISCAL IMPACT/FINANCING

The anticipated annual funding for the sole source Contracts is \$442,000. The requested Board authority will allow AD to allocate funds annually for an estimated combined three (3) year total of \$1,326,000 for the contract term of July 1, 2026, through June 30, 2029, (which includes two (2) annual renewals) contingent upon availability of funding. The ADRC funding will be included in AD's FY 2026-27 Final Adopted budget. There is no net County cost associated with this program.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

In accordance with Board Policy 5.100 (Sole Source Contracts), AD notified your Board on March 24, 2026, of our intent to enter negotiations for these sole source Contracts. AD received approval from the CEO as indicated in our sole source justification (Attachment II). The Sole Source Contracts will include standard County terms and conditions in addition to federal and State terms and conditions that are required for AD to administer/operate the Program. County Counsel has confirmed that these Contracts are not subject to the requirements for Proposition A in which living wage laws would be applicable. AD will obtain County Counsel approval as to the form of the Contracts prior to their execution and/or amendment.

CONTRACTING PROCESS

The Aging and Disabilities Department is not required to conduct a competitive solicitation for ADRC services because the procurement meets allowable noncompetitive conditions under 2 CFR §200.320(c) and aligns with guidance from the CDA. ADRC services are delivered through a designated "No Wrong Door" network of existing providers, including ILC's and information and referral partners, which have unique statutory roles, established infrastructure, and are integral to the State-approved program model. As such, services are effectively only available through these identified entities, and the program structure is driven by CDA requirements. Therefore, the use of a sole source procurement is justified, allowable under federal and State regulations, and consistent with County contracting policy.

In November 2023, AD received Board approval to award and execute ADRC contracts with six (6) Contractors for the provision of ADRC Services. This action will allow for the addition of two (2) Contractors to provide these ADRC Services. With the recent designation, this will allow the County to transition to a fully designated ADRC. The sole source agreements with City of Los Angeles Department of Aging and CALIF are necessary to maintain uninterrupted ADRC operations. These services will provide vital support and resources to older adults, people with disabilities, caregivers, and their families and friends, of all ages and income levels seeking LTSS in Los Angeles County.

MONITORING REQUIREMENT

Administrative, programmatic, and fiscal monitoring of the Contractor will be conducted on an annual basis to ensure contract 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 uninterrupted and continued provision of ADRC Program Services in the Central and South LA Region. ADRC services provide vital support and resources to the residents of Los Angeles County. Therefore, it is in the County's best interest to execute these sole source contracts.

CONCLUSION

Upon your approval of the recommended actions, AD's Director, or designee, will proceed to execute the contracts, and any future amendments as outlined herein.

Should you have any questions, please contact me directly, or your staff may contact Ms. Ashley Liang, Executive Assistant, at ALiang@ad.lacounty.gov.

Respectfully Submitted,

Maral V. Karaccusian

Maral V. Karaccusian
Director

MK:VJ:SH:IP:or

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

Enclosures

FISCAL YEAR 2026-2027
AGING AND DISABILITY RESOURCE CONNECTION PROGRAM ALLOCATIONS

Contractor	Estimated Allocation
City of Los Angeles Department of Aging	\$85,000
Communities Actively Living Independent and Free (CALIF)	\$357,000
TOTAL	\$442,000



**COUNTY OF LOS ANGELES BOARD OF SUPERVISORS POLICY 5.100
SOLE SOURCE CHECKLIST**

Department Name: Aging & Disabilities Department

- New Sole Source Contract
 - New Sole Source Contract for Replacement of Existing Services, or Amendments for Extension of Contracts for Existing Services
- Date Existing Contract First Approved: _____

Check (✓)	JUSTIFICATION FOR SOLE SOURCE CONTRACTS AND AMENDMENTS TO EXTEND CONTRACTS
	Identify applicable justification and provide documentation for each checked item.
	➤ Only one single source for the service exists.
	➤ Compliance with applicable statutory and/or regulatory provisions.
✓	➤ Compliance with State and/or federal programmatic requirements.
	➤ Services provided by other public or County-related entities.
	➤ Services are needed to address an emergent or related time-sensitive need.
✓	➤ The service provider(s) is required under the provisions of a grant or regulatory requirement.
	➤ 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.
	➤ 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.
	➤ Maintenance services and/or support services agreements are required on equipment and/or software, which must be serviced by the original manufacturer, software provider, or an authorized service representative.
	➤ 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.

Approved by:

Michael J.
Martinez

Digitally signed by Michael J.
Martinez
Date: 2026.05.21 08:15:30 -07'00'

Chief Executive Office

5/21/2026

Date

Authority to Enter Into Noncompetitive Awards

The Aging and Disabilities Department (AD) is entering into noncompetitive, sole source agreements for Aging and Disability Resource Connection (ADRC) services due to the unique structure and requirements of the ADRC program. ADRC services are delivered through a coordinated “No Wrong Door” system that relies on a network of designated partners, including Area Agencies on Aging, Independent Living Centers, and community-based information and referral providers. These entities have established statutory roles, specialized expertise, and existing infrastructure that are integral to the ADRC model and are not readily replaceable through a competitive procurement process. The identified partners are part of the ADRC framework and are necessary to ensure effective implementation and continuity of services.

The ADRC program is administered in alignment with guidance from the California Department of Aging (CDA), which supports the development of coordinated service networks built upon existing providers. As such, the program structure inherently limits the pool of eligible providers and supports a noncompetitive procurement approach.

The procurement meets allowable noncompetitive conditions under Title 2 Code of Federal Regulations (2 CFR) §200.320(c), which permits noncompetitive procurement when services are available from a single or limited number of sources, when the awarding agency authorizes a noncompetitive approach, or when a competitive solicitation would be impractical or inconsistent with program requirements. Accordingly, a competitive solicitation is not appropriate for these services.

Additionally, the County is transitioning responsibility for ADRC program administration within a limited timeframe. Conducting a competitive procurement would delay implementation and risk disruption of critical services for older adults, individuals with disabilities, and caregivers who rely on timely access to long-term services and supports.

Accordingly, the use of a noncompetitive, sole source procurement approach is allowable under federal and State guidelines, consistent with County contracting policy, and necessary to ensure continuity and effective delivery of ADRC services.

**BOARD LETTER/MEMO
CLUSTER FACT SHEET**

Board Letter

Board Memo

Other

CLUSTER AGENDA REVIEW DATE	5/27/2026	
BOARD MEETING DATE	6/16/2026	
SUPERVISORIAL DISTRICT AFFECTED	<input checked="" type="checkbox"/> All <input type="checkbox"/> 1 st <input type="checkbox"/> 2 nd <input type="checkbox"/> 3 rd <input type="checkbox"/> 4 th <input type="checkbox"/> 5 th	
DEPARTMENT(S)	Aging and Disabilities (AD)	
SUBJECT	Authorization to Award and Execute Sole Source Contracts for Aging & Disabilities Resource Connection	
PROGRAM	Aging & Disabilities Resource Connection (ADRC)	
AUTHORIZES DELEGATED AUTHORITY TO DEPT	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
SOLE SOURCE CONTRACT	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
	<p>If Yes, please explain why: AD is entering into sole source agreements for ADRC services due to the program's unique "No Wrong Door" model, which relies on a network of designated partners with established roles, expertise, and infrastructure. State guidance supports implementation through these existing providers, limiting the pool of eligible contractors. A competitive process would delay implementation and risk disruption of critical services. The sole source approach ensures continuity and effective delivery of ADRC services in alignment with federal, State, and County requirements.</p>	
SB 1439 SUPPLEMENTAL DECLARATION FORM REVIEW COMPLETED BY EXEC OFFICE	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No – Not Applicable	
DEADLINES/ TIME CONSTRAINTS	None, these are new Contracts that will be effective 7/1/2026	
COST & FUNDING	Total funding: \$1,326,000	Funding Source: ADRC Infrastructure Grants
	TERMS (if applicable): One (1) year with two (2) annual renewal options for a maximum of three (3) years	
PURPOSE OF REQUEST	1. Authorize AD's Director, or designee, to execute two (2) sole source contracts with the City of Los Angeles Department of Aging and CALIF, effective July 1, 2026 through June 30, 2027, and subsequently execute up to two (2) annual renewal options for a maximum contract term of three (3) years. The initial FY 2026-27 funding is \$442,000, as described in Attachment I, with a total of \$1,326,000 including all option years. AD will obtain County Counsel approval as to the form of the contract prior to executing these contracts and will provide written confirmation to the Chief Executive Office (CEO) within thirty (30) business days of completing this action.	

	<p>2. Delegate authority to AD's Director, or designee, to execute amendments with these Contractors that serve the best interests of the County during the contract term as follows: 1) add new, relevant, or updated federal, State, County and/or other contract terms and conditions; and, 2) increase or decrease the contract 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 contract sum, in response to the availability of funding and/or based on Contractor 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) business days of completing this action.</p> <p>3. Delegate authority to AD's Director, or designee, to terminate contract(s) with the Contractor(s) upon Contractor's request, or to effectuate any of the termination provisions in the contract(s), including termination for the convenience of the County, provided: a) County Counsel's approval is obtained prior to termination of the contract, and b) the Director of AD, or designee, notifies the Board and the CEO in writing within ten (10) business days after such termination.</p>
<p>BACKGROUND (Include internal/external issues that may exist including any related motions)</p>	<p>ADRC is a federally and State-supported initiative that provides a coordinated "No Wrong Door" system to connect older adults, individuals with disabilities, and caregivers to information and long-term services and supports (LTSS). In March 2026, the California Department of Aging (CDA) designated Los Angeles County as an ADRC network, following a joint application submitted by AD, 211 LA, and Independent Living Centers (ILCs).</p> <p>Effective July 1, 2026, AD will assume responsibility for administering ADRC services and Infrastructure Grant funding. Services in the Central and South Los Angeles regions have historically been delivered through partnerships with the City of Los Angeles Department of Aging and CALIF, whose current agreements expire June 30, 2026.</p> <p>To ensure continuity of services and avoid disruption, AD will enter into sole source agreements with these providers while continuing to work with 211 LA and ILCs to support the implementation and expansion of a coordinated, countywide ADRC network.</p>
<p>EQUITY INDEX OR LENS WAS UTILIZED</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, please explain how</p>
<p>SUPPORTS ONE OF THE NINE BOARD PRIORITIES</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, please state which one(s) and explain how.</p>
<p>DEPARTMENTAL CONTACTS</p>	<p>Name, Title, Phone # & Email: Ashley Liang, Executive Assistance, (213) 880-4158, aliang@ad.lacounty.gov</p>