

# COUNTY OF LOS ANGELES

## Family and Social Services

SACHI A. HAMAI  
Chief Executive Officer



**DATE:** Wednesday, September 2, 2020  
**TIME:** 1:30 PM

**DUE TO THE CLOSURE OF ALL COUNTY BUILDINGS, MEETING PARTICIPANTS AND MEMBERS OF THE PUBLIC WILL NEED TO CALL IN TO PARTICIPATE:**

**Teleconference Call-In Number: (323) 776-6996/ Conference ID: 747311624#**

### AGENDA

Members of the Public may address agenda item. Three (3) minutes are allowed for each item.

- I. Call to Order
- II. **Presentation/Discussion Items:**
  - a. **Department of Public Social Services:** Los Angeles County Refugee Support Services County Plan for Federal Fiscal Years 2019/2020-2021/2022.
  - b. **Department of Public Health:** Request Approval to Execute Amendments to Domestic Violence Prevention Services Contracts.
- III. Informational Items:
  - a. **Workforce Development, Aging and Community Services:** Request to Award and Execute FYs 2020-2024 Subaward for CalFresh Healthy Living Program.
- IV. Items continued from a previous meeting of the Board of Supervisors or from a previous FSS Agenda Review meeting.
- V. Public Comment
- VI. Adjournment



ANTONIA JIMÉNEZ  
Director

County of Los Angeles  
**DEPARTMENT OF PUBLIC SOCIAL SERVICES**

12860 CROSSROADS PARKWAY SOUTH · CITY OF INDUSTRY, CALIFORNIA 91746  
Tel (562) 908-8400 · Fax (562) 695-4801



Board of Supervisors  
HILDA L. SOLIS  
First District  
MARK RIDLEY-THOMAS  
Second District  
SHEILA KUEHL  
Third District  
JANICE HAHN  
Fourth District  
KATHRYN BARGER  
Fifth District

September XX, 2020

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:

**RECOMMENDATION TO APPROVE LOS ANGELES COUNTY'S  
REFUGEE SUPPORT SERVICES PLAN FOR  
FEDERAL FISCAL YEARS 2019-2021  
(ALL DISTRICTS - 3 VOTES)**

**SUBJECT**

The Department of Public Social Services (DPSS) requests Board approval of the County's Refugee Support Services (RSS) Plan for Federal Fiscal Years (FFYs) 2019/2020 - 2021/2022. All refugee impacted counties are required to submit the Board approved plans to the California Department of Social Services/Refugee Programs Bureau (CDSS/RPB).

The purpose of the RSS Plan is to demonstrate the County's plan to deliver employment services to its refugee population. The RSS Plan reflects the structure of the County's Refugee Employment Program (REP) via the Refugee Employment and Acculturation Services (REAS) contract.

**IT IS RECOMMENDED THAT THE BOARD**

Approve the enclosed County RSS Plan for FFYs 2019/2020 - 2021/2022. The RSS Plan addresses how the County, under its administration of the REP, utilizes the RSS grant to finance services for refugees and asylees residing in Los Angeles County.

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

The CDSS/RPB requires Los Angeles County to submit an RSS Plan to demonstrate how the County delivers services to their refugee population. The FFY 2019/2020 RSS Plan

*"To Enrich Lives Through Effective And Caring Service"*

will apply to FFYs 2019/2020 - 2021/2022 and documents the County's administration of REP.

The State requires RSS grant recipient counties to submit a County Plan/Plan update annually. The RSS Plan for FFYs 2019/2020 - 2021/2022 was developed by DPSS and reflects the County's REP. As a preliminary measure, the draft RSS Plan was submitted to the State on July 2, 2019, for their initial review and certification. In July 2020, CDSS/RPB certified the RSS Plan for submission to the Board.

REP is the County's employment program which is designed to provide culturally and linguistically sensitive employment, training and specialized services for refugees and asylees (individuals who travel to the United States, apply for and are subsequently granted asylum status) who have resettled in Los Angeles County. The goal of REP is to assist refugees to achieve economic mobility through the participation in various activities, such as employment services, English language training and on-the-job training, via effective case management. Additionally, refugees are offered other employability and non-employment services, including Vocational and Career Assessments, adjustment of immigration status, Citizenship exam preparation and Naturalization application services, and Acculturation and Life Skills workshops.

Services under this program are available to all refugees and asylees, non-aided or aided through various programs, who have been in the Country for less than five years.

DPSS administers REP through the REAS contract with Jobs Vision Success (JVS) SoCal since November 2019.

### **IMPLEMENTATION OF STRATEGIC PLANNING GOALS**

This recommended action is consistent with the principles of the Countywide Strategic Plan, Goal 1: Make Investments That Transform Lives; Strategy 1.2, Deliver Comprehensive and Seamless Services To Those Seeking Assistance From The County.

### **FISCAL IMPACT/FINANCING**

REP is funded by the federal RSS grant allocated to the County by CDSS/RPB and the federal Office of Refugee Resettlement, as well as, Trafficking and Crime Victims Assistance, CalWORKs Family Stabilization, and CalWORKs Single Allocation funding. In addition, the County receives the Services to Older Refugees (SOR) Set-Aside grant to provide services to a targeted refugee population.

There is no Net County Cost. The costs are included in the County Fiscal Year (FY) 2020/21 Adopted Budget and will be included in the FY 2021/22 Budget Request. Future funding will be included in subsequent Budget Requests. The County's total FFY 2019/2020 RSS and SOR allocation for REP is \$3,498,616.

**FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

DPSS drafted the RSS Plan to meet applicable legal requirements and programmatic goals and to secure State approval. DPSS submitted the draft RSS Plan to State officials, and in response, received comments, which DPSS then used to further refine the RSS Plan. Since initial certification of the RSS Plan has been received from the State, DPSS is submitting the RSS Plan to the Board for approval. Once approved, it will be re-submitted to the State for final certification.

JVS SoCal, a community-based organization, is in compliance with all Board, Chief Executive Office, and County Counsel requirements.

County Counsel has approved the RSS Plan for FFY 2019/2020 - 2021/2022, as to form.

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

Approval of the RSS Plan will allow for the continued provision of employment services to the refugee population through REP.

**CONCLUSION**

Upon Board approval, it is requested that the Executive Office of the Board of Supervisors return one adopted, stamped Board Letter to DPSS.

Respectfully submitted,

Antonia Jiménez  
Director

AJ:mj

Enclosure

c: Chief Executive Office  
Executive Office, Board of Supervisors  
County Counsel  
Auditor-Controller



**BARBARA FERRER, Ph.D., M.P.H., M.Ed.**  
Director

**MUNTU DAVIS, M.D., M.P.H.**  
County Health Officer

**MEGAN McCLAIRE, M.S.P.H.**  
Acting Chief Deputy Director

313 North Figueroa Street, Room 806  
Los Angeles, California 90012  
TEL (213) 288-8117 • FAX (213) 975-1273

[www.publichealth.lacounty.gov](http://www.publichealth.lacounty.gov)



**BOARD OF SUPERVISORS**

**Hilda L. Solis**  
First District

**Mark Ridley-Thomas**  
Second District

**Sheila Kuehl**  
Third District

**Janice Hahn**  
Fourth District

**Kathryn Barger**  
Fifth District

September 15, 2020

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:

**APPROVAL TO EXECUTE AMENDMENTS TO  
DOMESTIC VIOLENCE SERVICES CONTRACTS  
(ALL SUPERVISORIAL DISTRICTS)  
(3 VOTES)**

**SUBJECT**

Request approval to execute: a) amendments to Domestic Violence Supportive Services (DVSS) contracts effective upon execution for the period of July 1, 2020 through June 30, 2021 to increase funding for additional services and increase the delegated authority for funding adjustments; and b) future amendments and change notices to new agreements and/or amendments to current domestic violence services contracts for services funded by Coronavirus Aid, Relief and Economic Security Act (CARES Act) or other COVID-19 related funding, as appropriate, to reflect funding adjustments and non-material and/or ministerial revisions, or necessary material service delivery changes, including changes required as a result of CARES Act or other funding restrictions and/or requirements; as well as authority to extend or adjust the term based on funding availability.

**IT IS RECOMMENDED THAT THE BOARD:**

1. Approve and instruct the Director of the Department of Public Health (DPH) , or designee, to execute 17 contract amendments, substantially similar to Exhibit I, with

DVSS contractors listed in Attachment A, to increase the contract maximum obligations for fiscal year (FY) 2020-21 (as detailed in Attachment A), for additional DVSS, effective upon execution for the period of July 1, 2020 through June 30, 2021, fully offset by \$2,000,000 of California Work Opportunity and Responsibility to Kids (CalWORKs) funding passed through the Department of Public Social Services (DPSS).

2. Delegate authority to the Director of DPH, or designee, to execute future amendments to 46 DVSS contracts that: a) increase funding subject to the continuation of additional CalWORKs funding passed through DPSS; and/or b) increase or decrease funding up to 50 percent, effective upon amendment execution or at the beginning of the applicable contract term, and make corresponding service adjustments which may include adjustments to funding distribution between County Supervisorial Districts (SDs), subject to review and approval by County Counsel, and if applicable, notification to your Board and the Chief Executive Office (CEO). If the total annual increase or decrease is 26 to 50 percent of each term's annual base maximum obligation, a one-week advance notice will be provided to your Board.
3. Delegate authority to the Director of DPH, or designee, to execute change notices to 46 DVSS contracts that permit non-material and/or ministerial revisions to the statement(s) of work, as necessary; authorize budget modifications which may include adjustments to funding distribution between SDs, and corresponding service adjustments, as necessary; changes to hours of operation and/or service locations; and/or corrections of errors in the contract's terms and conditions.
4. Delegate authority to the Director of DPH, or designee, to execute amendments to new agreements and/or execute amendments to Domestic Violence (DV) services contracts to include DVSS and Domestic Violence Shelter-Based Program (DVSBP) services funded by CARES Act or other COVID-19 related funding that: a) extend or adjust the term of the contract based on funding availability; b) revise the statement(s) of work to make necessary substantive revisions; c) allow the rollover of unspent contract funds; and/or d) increase or decrease funding at amounts to be determined by the Director of DPH based on funding availability, which may include adjustments to funding distribution between SDs; subject to review and approval by County Counsel.
5. Delegate authority to the Director of DPH, or designee, to execute change notices to the agreements/contracts referenced in Recommendation 4, that permit non-material and/or ministerial revisions to the statement(s) of work, as necessary; authorize budget modifications which may include adjustments to funding distribution between SDs, and corresponding service adjustments, as necessary; changes to hours of operation and/or service locations; and/or corrections of errors in the contract's terms and conditions.

### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

On June 30, 2020, the CEO exercised Board delegated authority and approved DPH to execute new contracts for the provision of DVSS effective July 1, 2020 through June 30, 2023 and authorized DPH to execute future amendments and change notices, as appropriate, to reflect funding adjustments, and non-material and/or ministerial revisions; as well as authority to execute future amendments to extend or adjust the term through December 31, 2026.

DPH is returning to your Board to: a) request approval to execute amendments to 17 DVSS contracts that exceed our current delegated authority approved by the CEO on June 30, 2020 that increase funding for FY 2020-21; b) request delegated authority to increase funding subject to availability of CalWORKs funding passed through DPSS; c) increase our current delegated authority for future funding adjustments to the DVSS contracts from 25 percent to 50 percent and revise our current delegated authority to execute change notices; and d) request delegated authority to execute amendments to new agreements and/or execute amendments to current DVSS and DVSBP contracts for services funded by CARES Act or other COVID-19 related funding.

In 2020, DPH completed a solicitation process to identify qualified agencies/vendors to provide case management and legal services to survivors of DV. Collectively these services are known as DVSS. This solicitation process was conducted to identify qualified agencies to provide DVSS beginning July 1, 2020 as the pool of 36 contracted agencies was ending June 30, 2020. Through this solicitation process, DPH identified 47 qualified agencies and distributed the total available DVSS funding in the amount of \$16,331,000 among the 47 agencies according to the funding methodology described in the solicitation.

Subsequently, DPH received an additional allocation in the amount of \$2 million from DPSS to support DVSS in FY 2020-21. DPH conducted a review of the DVSS contractors and identified 17 agencies that have the capacity to provide additional DVSS.

Approval of Recommendation 1 will allow DPH to execute amendments to 17 DVSS contracts to increase FY 2020-21 funding offset by the additional DPSS allocation to provide additional DVSS in response to community needs.

Approval of Recommendation 2 will increase DPH's current delegated authority approved by the CEO on June 30, 2020 and execute future amendments to 46 DVSS contracts that provide an increase or decrease in funding up to 50 percent of the annual base maximum obligation which may include adjustments to funding distribution between SDs. Additionally, Recommendation 2 will allow DPH to increase funding based on the availability of future CalWORKs funding passed through DPSS to support DVSS.

Approval of Recommendation 3 will allow DPH to execute future change notices to 46 DVSS contracts that permit non-material and/or ministerial revisions to the statement(s) of work, as necessary; authorize budget modifications which may include adjustments to funding distribution between SDs, and corresponding service adjustments, as necessary; changes to hours of operation and/or service locations; and/or corrections of errors in the contact's terms and conditions.

In July 2020, your Board approved a spending package to fund a broad range of essential services and relief measures to assist people and businesses affected by the COVID-19 crisis. As a result of this spending package, DPH received \$5 million in CARES Act funding to support additional DV services through December 30, 2020.

Subsequently on August 4, 2020, your Board approved a motion that authorizes and delegates authority to DPH, in consultation with County Counsel, to execute agreements necessary to implement the \$5 million in CARES Act funding to support increased need for DV services. Accordingly, DPH will consult with County Counsel to exercise your Board delegated authority to execute agreements or contract amendments with existing DVSS and DVSBP contractors effective upon execution through December 30, 2020.

Approval of Recommendation 4 will allow DPH to execute amendments to new agreements and/or execute amendments to current DVSS and DVSBP contracts for services funded by CARES Act or other COVID-19 related funding to extend and/or adjust the term of the contracts; rollover unspent funds; and/or increase or decrease funding based on funding availability and make corresponding service adjustments which may include adjustments to funding distribution between SDs to maximize utilization of funding, as necessary; and/or revise the statement(s) of work to make necessary substantive service delivery changes, as necessary, due to CARES Act or other funding restrictions and/or requirements.

Approval of Recommendation 5 will allow DPH to execute change notices to the agreements/contracts referenced in Recommendation 4 that permit non-material and/or ministerial revisions to the statement(s) of work, as necessary; authorize budget modifications which may include adjustments to funding distribution between SDs, and corresponding service adjustments, as necessary; changes to hours of operation and/or service locations; and/or corrections of errors in the contact's terms and conditions.

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

The recommended actions support Goal I, Make Investments that Transform Lives; Strategy I.2, Enhance Our Delivery of Comprehensive Interventions, of the County's Strategic Plan.

### **FISCAL IMPACT/FINANCING**

The total additional obligation for the recommended 17 amendments for fiscal year



2020-21 is \$2,000,000 as detailed in Attachment A; offset by DPSS via a Departmental Service Order.

This additional funding for these contracts is included in DPH's FY 2020-21 Adopted Budget and will be included in future FYs, as necessary.

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

On May 29, 2018, your Board approved the transfer of administrative responsibility for the DVSS and DVSBP contracts from DPSS to DPH, effective July 1, 2018. DPH is responsible for the administration of these contracts, in line with DV programming and public health programming around women's health, maternal and child health, and violence prevention.

As required under Board Policy 5.120, your Board was notified on August 7, 2020 of DPH's request to increase or decrease funding up to 50 percent above or below each term's annual base maximum obligation. This will increase DPH's current delegated authority to increase or decrease funding up to 25 percent. The higher delegated authority will allow DPH to make adjustments, if needed, in the event of higher than expected client demand for DVSS, and additional funding that may be received by DPH for these services.

### **CONTRACTING PROCESS**

#### **Current DVSS Contracts**

On February 25, 2020, DPH released a Request for Applications (RFA) to solicit applications from qualified agencies/vendors to provide DVSS to survivors of DV who are eligible participants in CalWORKs, General Relief, and General Relief Opportunities for Work programs in Los Angeles County. Under the RFA, interested and qualified agencies were able to submit an application for case management, legal services, or both service categories.

On June 30, 2020, the CEO exercised Board delegated authority and approved DPH to execute 47 new contracts for the provision of DVSS effective July 1, 2020 through June 30, 2023 and delegated authority to extend or adjust the term through December 31, 2026. Subsequently, one agency declined their DVSS contract which resulted in 46 current contracts.

#### **Current DVSBP Contracts**

On October 9, 2012, DPSS released a Request for Statement of Qualifications (RFSQ) to solicit for DVSBP program services, as required under Los Angeles County Code, Chapter 2.121 et seq. DVSBP services consist of 24-hour emergency shelter, 24-hour crisis hotline, food, clothing, transportation, psychological support, peer counseling, and referrals to community resources needed for safety and survival to assist victims of DV.

On June 4, 2013, your Board approved the execution of 18 DVSBP program contracts resulting from the RFQ process.

On May 29, 2018, your Board approved extending the term of the contracts and the transfer of administrative responsibility for the contracts from DPSS to DPH, effective July 1, 2018. Subsequently, on May 14, 2019, your Board approved a delegated authority to extend the term of the contracts through July 1, 2021.

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

Approval of the recommended actions will allow DPH to continue to support and expand the delivery of the County's DVSS and DVSBP program to DV survivors.

Respectfully submitted,



Barbara Ferrer, Ph.D., M.P.H., M.Ed.  
Director

BF:vv  
BL#05386

Enclosures

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



lacounty.gov

Hilda L. Solis  
Mark Ridley-Thomas  
Sheila Kuehl  
Janice Hahn  
Kathryn Barger

# COUNTY OF LOS ANGELES WORKFORCE DEVELOPMENT, AGING AND COMMUNITY SERVICES

3175 West Sixth Street • Los Angeles, CA 90020

Tel: 213-738-2617



wdacs.lacounty.gov

Otto Solórzano  
Acting Director

*"Connecting communities and improving the lives of all generations"*

September 15, 2020

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:

**AUTHORIZE WORKFORCE DEVELOPMENT, AGING AND COMMUNITY SERVICES  
TO AWARD AND EXECUTE FYs 2020-2024 SUBAWARD FOR  
CALFRESH HEALTHY LIVING PROGRAM  
(ALL SUPERVISORIAL DISTRICTS)  
(3-VOTES)**

**SUBJECT**

The County of Los Angeles Workforce Development, Aging and Community Services (WDACS) seeks approval and delegated authority to award and execute a competitively procured CalFresh Healthy Living Program (CFHLP) Subaward with CNS/RQA/CA for the term effective October 1, 2020 through September 30, 2024; WDACS is also requesting approval and authority to extend the Subaward Term for one (1) annual renewal for a maximum term of five (5) years at an anticipated annual amount of \$155,000 and to execute amendments with this Subrecipient, as needed, during the Subaward term.

**IT IS RECOMMENDED THAT YOUR BOARD**

1. Approve and authorize WDACS Acting Director, or designee, to award and execute the CFHLP Subaward for the term effective October 1, 2020 through September 30, 2024, with WDACS having the sole option to extend the Subaward term for one (1) additional year for a maximum term of five (5) years with CNS/RQA/CA., Inc. for an anticipated annual amount of \$155,000 or \$775,000 for the term of the Subaward.

2. Approve and authorize WDACS Acting Director, or designee, to execute amendments with this Subrecipient, which serve the best interests of the County of Los Angeles (County), during the Subaward term as follows: 1) add new, relevant, or updated Federal, State, and/or County Subaward 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) WDACS obtains County Counsel approval as to the form of the amendment prior to any such amendment; and, (c) WDACS provides written confirmation to the CEO within thirty (30) working days of completing this action.

### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION(S)**

WDACS has been designated by the California Department of Aging (CDA or State) to operate as an Area Agency on Aging for all areas of the County, except for the City of Los Angeles, which is served by another public agency. WDACS receives funding from CDA to administer a variety of home- and community-based programs, including CFHLP Services, for older adults (age sixty and older) and disabled individuals. CFHLP is designed to provide nutrition education and obesity prevention interventions to low-income older adults (including Supplemental Nutrition Assistance Program (SNAP) participants and low-income individuals eligible to receive benefits under SNAP) who participate in the Elderly Nutrition Program offered at Congregate Meal Sites using a combination of educational strategies. These strategies are accompanied by supporting policy, systems, and environmental interventions that have been demonstrated to facilitate adoption of food and physical activity choices and other nutrition-related behaviors conducive to the health and well-being of these participants.

WDACS conducted a competitive Request for Proposals (RFP) solicitation, which resulted in CNS/RQA/CA, Inc. being selected as the successful Proposer, and we intend to award and execute this Subaward upon your Board's approval. CNS/RQA/CA, Inc is also WDACS' current provider of CFHLP services.

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

The recommended actions support the following Countywide Strategic Plan Strategies: Strategy I.1 (Increase Our Focus on Prevention Initiatives) by promoting self-sufficiency and independence among older adults; Strategy I.2 (Enhance Our Delivery of Comprehensive Interventions) by ensuring the delivery of a broad-range of community-based services for older adults; and Strategy II.2 (Support the Wellness of Our Communities) by increasing services and promoting the well-being of older adults.

### **FISCAL IMPACT/FINANCING**

CFHLP is financed with Federal monies which are authorized under the United States Department of Agriculture (USDA). The USDA authorizes Food and Nutrition Services (FNS) to grant these monies to CDA, the State pass-through entity, and CDA provides this funding to WDACS to operate the Program.

The anticipated annual funding for the recommended Subaward is \$155,000. The requested Board authority will allow WDACS to allocate funds for the CFHLP Subaward annually for an anticipated four-year total of \$620,000 for the term of October 1, 2020 through September 30, 2024 (with WDACS having the sole option to extend the Subaward term for one (1) annual renewal for a maximum total Subaward Term of five (5) years which will result in an anticipated five-year total of \$775,000). These funds are included in the final WDACS Fiscal Year 2020-2021 budget, and funding for future Fiscal Years will also be included in WDACS' final budget(s).

### **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 WDACS to administer/operate the Program. WDACS will obtain County Counsel approval as to the form of the Subaward prior to executing this Subaward, and shall provide written confirmation to the Chief Executive Officer (CEO) within thirty (30) working days of completing this action. Allocation to the Subrecipient is subject to the availability of funding and is contingent upon Subrecipient's performance in meeting the goals of CFHLP, as well as Subrecipient's adherence to its Subaward terms. 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

### **CONTRACTING PROCESS**

On June 12, 2020, WDACS released a competitive RFP solicitation (in accordance with Federal, State, and County procurement standards) under procurement number AAA-CFHLP-2021 RFP. WDACS sought a qualified Proposer to provide CFHLP Services Countywide and notification of this procurement occurred as follows:

- Newspaper Publication: WDACS 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; La Opinion; and, Los Angeles Watts Times.
- Posting on Internal Services Department (ISD)/Office of Small Business (OSB) Website: In accordance with County requirements, WDACS 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 CFHLP Services. Based on WebVen registered vendors associated with those commodity/service codes, this notification was sent to approximately 1,080 potential Proposers.

- GovDelivery Notifications: WDACS utilizes GovDelivery, a web-based email subscription management system, which includes approximately 5,992 vendors that have signed up to receive news and information pertaining to contracting opportunities with WDACS. These vendors were notified regarding the release of this RFP.

A mandatory Proposers' teleconference (i.e., telephone conference) was held to address questions received from potential Proposers, and no protests were received in response to the solicitation requirements.

Evaluations were conducted by teams comprised of individuals from WDACS, who are 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 to 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, WDACS 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 Subrecipients will be conducted on an annual basis to ensure Subaward compliance. Administrative and programmatic monitoring are completed by WDACS' Contract 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 CFHLP Services countywide. These Services provide vital support and resources to the residents of 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, WDACS Acting 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 Mr. Kevin Anderson, Special Assistant, at (213) 738-2593.

Respectfully submitted,

OTTO SOLÓRZANO  
Acting Director

OS:PG:CD:TO:IP

Enclosure

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