



DEPARTMENT OF MENTAL HEALTH
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LISA H. WONG, Psy.D.
Director

Curley L. Bonds, M.D.
Chief Medical Officer

Rimmi Hundal, M.A.
Chief Deputy Director

ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

July 08, 2025

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

12 July 8, 2025


EDWARD YEN
EXECUTIVE OFFICER

Dear Supervisors:

APPROVAL TO EXECUTE A NEW SOLE SOURCE PARTICIPATION AGREEMENT WITH THE CALIFORNIA MENTAL HEALTH SERVICES AUTHORITY FOR THE DEVELOPMENT AND IMPLEMENTATION OF AN ONLINE MEDIA CAMPAIGN TO PROMOTE CAREER OPPORTUNITIES WITHIN THE PUBLIC MENTAL HEALTH SYSTEM (ALL SUPERVISORIAL DISTRICTS) (3 VOTES)

SUBJECT

Request approval to execute a new sole source Participation Agreement with the California Mental Health Services Authority, governed by a Joint Powers Agreement to administer the development and implementation of an online media campaign to promote career opportunities within the public mental health system.

IT IS RECOMMENDED THAT THE BOARD:

1. Approve and authorize the Department of Mental Health's Chief Deputy Director (Chief Deputy Director) or designee, to prepare, sign, and execute a new sole source Participation Agreement (PA), substantially similar to Attachment I, with the California Mental Health Services Authority (CalMHSA) to administer the development and implementation of an online media campaign for career opportunities within the public mental health system. The PA will be effective upon Board approval through June 30, 2027. The Total Compensation Amount (TCA) for the term of the PA is \$1,000,000: \$500,000 for Fiscal Year (FY) 2025-26 and \$500,000 for FY 2026-27, fully funded by Mental Health Services Act (MHSA) Workforce Education and Training (WET) revenue.
2. Delegate authority to the Chief Deputy Director, or designee, to prepare, sign, and execute future amendments or modifications to the PA with CalMHSA, to revise agreement language; shift unspent

funds to future years; use other funding sources if necessary; revise the TCA; add, delete, modify, or replace the exhibits and/or responsibilities of the parties, and reflect federal, State, and County regulatory and/or policy changes; provided that: 1) the County's total payment does not exceed an increase of 10 percent from the last Board-approved TCA; and 2) sufficient funds are available. These amendments will be subject to prior review and approval as to form by County Counsel, with written notice to your Board and Chief Executive Officer (CEO).

3. Delegate authority to the Chief Deputy Director, or designee, to terminate the PA in accordance with the termination provisions. The Chief Deputy Director, or designee, will notify your Board and CEO, in writing, of such termination action.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Board approval of Recommendation 1 will allow the Department of Mental Health (DMH) to execute the new sole source PA with CalMHSA to develop and implement an online media campaign focused on recruiting students/youth for mental health careers, effective upon Board approval through June 30, 2027.

Board approval of Recommendation 2 will allow DMH to amend the PA to revise the language, including TCA; add, delete, and modify exhibits and responsibilities of DMH and CalMHSA; reflect federal, State, and County regulatory and/or policy changes; and/or modify the TCA and shift unspent funds to future fiscal years.

Board approval of Recommendation 3 will allow DMH to terminate the PA in accordance with the agreement's termination provisions in a timely manner, as necessary.

Implementation of Strategic Plan Goals

These recommended actions support the County's Strategic Plan North Star 1, Make Investments that Transform Lives, specifically Focus Area Goal B – Employment and Sustainable Wages, and North Star 3, Realize Tomorrow's Government Today, specifically Focus Area Goal B – Diverse and Inclusive Workforce.

FISCAL IMPACT/FINANCING

The PA with CalMHSA is fully funded by MHSA WET revenue in the amount of \$1,000,000 for two fiscal years; \$500,000 for FY 2025-26 and \$500,000 for FY 2026-27. Funding is included in DMH's FY 2025-26 annual budget. Funding for FY 2026-27 will be requested through DMH's annual budget process.

There is no net County cost impact associated with the recommended action.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

On May 11, 2010, your Board authorized DMH to sign the CalMHSA Joint Exercise Powers Agreement to jointly exercise powers with other participating CalMHSA county and city members. Under California Government Code Section 6500 et seq, CalMHSA is a Joint Powers of Authority

formed in 2009 to jointly develop and fund mental health services and education programs on a Statewide, regional, and local basis. CalMHSA's mission is to provide an efficient and effective administrative and fiscal structure focused on collaborative partnerships in the development and implementation of mental health programs in accordance with the MHSA regulations. Currently, CalMHSA consists of 57 member counties and cities, including Los Angeles County.

The number of individuals seeking careers within the public mental health field has declined, while the need for mental health services continues to exist and grow within Los Angeles County; therefore, recruiting students early in their education is essential to address long-term staffing shortages in clinical and non-clinical fields. Through this new sole source PA, CalMHSA will develop and implement an online media campaign and advertise career opportunities in the mental health field using social media platforms, where young adults are most active. The campaign will feature professionals from diverse backgrounds to provide relatable role models and highlight the meaningful contributions individuals can make in their communities. Said campaign will target students/youth, and more specifically individuals from unserved/underserved communities.

The PA (Attachment I) has been reviewed and approved as to form by County Counsel.

The Director of Mental Health currently serves on CalMHSA's Board of Directors but is not compensated and does not benefit financially in any way from serving in that position. In addition, the Director did not participate in the approval process for this PA with CalMHSA.

In accordance with Board Policy No. 5.100 (Sole Source Contracts), DMH notified your Board on April 23, 2025, (Attachment II) of its intent to enter into a new sole source PA with CalMHSA. The required Sole Source Checklist (Attachment III), identifying and justifying the need for a sole source Agreement, has been approved by the CEO. For future workforce education media campaigns, DMH will explore issuing a request for proposals for local media/marketing organizations.

As mandated by your Board, the PA will be evaluated by DMH on an annual basis to ensure compliance with PA terms and conditions.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Board approval of the recommended actions will allow DMH to execute the online media campaign PA with CalMHSA and recruit youth/students for career opportunities in the Los Angeles County public mental health field.

The Honorable Board of Supervisors

7/8/2025

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Respectfully submitted,



RIMMI HUNDAL, M.A.

Chief Deputy Director

RH:KN:SK:CM:MG:atm

Enclosures

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

CALIFORNIA MENTAL HEALTH SERVICES AUTHORITY
PARTICIPATION AGREEMENT
LOS ANGELES COUNTY WORKFORCE EDUCATION AND TRAINING MEDIA PROGRAM

COVER SHEET

Los Angeles County Department of Mental Health (“Participant” and “LACDMH”) desires to participate in the Workforce Education and Training (WET) Media Program (“Program”) offered by the California Mental Health Services Authority (“CalMHSA”) on the terms provided in this Participation Agreement (“Agreement”). Participant acknowledges that the Program also will be governed by CalMHSA’s Joint Powers Agreement and its Bylaws. The Agreement is effective on July 8, 2025, through June 30, 2027 (“Term”). The following exhibits are attached and form part of this Agreement:

Exhibit A	Detailed Program Description
Exhibit B	General Terms and Conditions
Exhibit C	Performance Requirements Summary (PRS) Chart
Exhibit D	Participant Administration
Exhibit E	CalMHSA Administration

1. Summary of Program:

CalMHSA will administer and oversee a media campaign on behalf of LACDMH focused on recruiting students to mental health careers early in their education journey.

2. Funding:

The maximum funding amount required of Participant for this Agreement is not to exceed \$1,000,000.00. This total maximum funding amount is comprised of \$850,000.00 for Program funding and \$150,000.00 for CalMHSA’s Program Management Fee.

Authorized Signatures:

CalMHSA

Signed: _____ Name (Printed): Dr. Amie Miller, Psy.D., MFT

Title: Executive Director Date: _____

Participant:

Signed: _____ Name (Printed): Rimmi Hundal, M.A.

Title: Chief Deputy Director Date: _____

Participation Agreement
EXHIBIT A – Detailed Program Description

Detailed Program Description:

With a significant number of vacancies throughout the specialty public mental health system, the need to recruit students early in their education is crucial to address long-term staffing deficits. The proposed outreach media campaign will advertise career opportunities in the mental health field, while emphasizing the meaningful impact individuals can deliver within their communities. The campaign will include depictions of professionals from diverse backgrounds that look like them to provide positive role models. This project will create and launch an online media campaign tailored for social media platforms, where young adults spend significant amount of time. The mental health profession is not one historically highlighted as a career for middle, high and post-high school students, especially for students from communities of color. This campaign will specifically target those populations.

Participation Agreement
EXHIBIT B - General Terms and Conditions

I. Definitions

The following words, as used throughout this Agreement, shall be construed to have the following meaning, unless otherwise apparent from the context in which they are used:

- A. CalMHSA – California Mental Health Services Authority, a Joint Powers Authority (JPA) created by counties in 2009 at the instigation of the California Mental Health Directors Association to jointly develop and fund mental health services and education programs.
- B. Member – A County (or JPA of two or more Counties) that has joined CalMHSA and executed the CalMHSA JPA.
- C. Mental Health Services Act (MHSA) – A law initially known as Proposition 63 in the November 2004 election that added sections to the Welfare and Institutions Code and set to transform to the Behavioral Health Services Act (BHSA) on July 1, 2026.
- D. Behavioral Health Services Act (BHSA) – A voter adopted update to MHSA, approved by voters as Proposition 1 in the November 2024 election that transforms the MHSA related sections of the Welfare and Institutions Code and set to be implemented on July 1, 2026.
- E. Mental Health Services Division (MHSD) – The Division of the California Department of Health Care Services responsible for mental health functions.
- F. Participant – Any County participating in the Program either as Member of CalMHSA or under a Memorandum of Understanding with CalMHSA.
- G. Program – The program identified in Exhibit A – Detailed Program Description.

II. Responsibilities

- A. CalMHSA:
 - 1. Upon execution of this Agreement, and at the commencement of the second fiscal year, CalMHSA will submit an invoice based on the funding table provided in Section V – Fiscal Provisions, for all activities to be delivered within the respective year. Invoices must be submitted via electronic mail (email) to APSEUInquiry@dmh.lacounty.gov, and the Participant Program Director, Program Manager and Contract Monitor identified in Exhibit D – Participant Administration must be copied.
 - 2. Provide the Program as described in Exhibit A – Detailed Program Description.
 - 3. Act as the Fiscal and Administrative agent for the Program.
 - 4. Manage funds received consistent with the requirements of any applicable laws, regulations, guidelines and/or contractual obligations.
 - 5. Communicate Participant feedback to third-party vendors providing services under this Program.
 - 6. Provide regular fiscal updates/reports to Participant and/or other public agencies with a right to such reports, as stated in Exhibit C – PRS Chart.
 - 7. Payment to any third-party vendor shall not be made by CalMHSA until the work product has been approved by Participant in writing.

8. CalMHSA will collaborate with the Participant to obtain input on subcontractor Statements of Work. CalMHSA will provide the Participant with an opportunity to review and approve the Statements of Work and associated budgets to ensure alignment with the Participant's departmental priorities.
 9. Comply with CalMHSA's Joint Powers Agreement and Bylaws.
 10. Identify CalMHSA's contacts in Exhibit E – CalMHSA Administration and notify the Participant of any changes in the names and addresses listed. Notifications must be sent to contacts listed in Exhibit D – Participant Administration via electronic mail and within five business days from the date the change occurred.
 11. CalMHSA Program Manager or designee shall meet with Participant monthly and provide regular program updates as stated in Exhibit C – PRS Chart, to include reports with supporting documentation that informs on deliverables status/completion. These reports will include any fiscal updates and accounting of funds spent. Failure to submit such reports and updates may result in delay or cancellation of future advances to CalMHSA.
- B. Participant:
1. Pay for the Program as set out in this Agreement. Payments are due within 30 days from the date Participant Program Director, as identified on Exhibit D, approves invoice for payment.
 2. Provide CalMHSA and any other parties deemed necessary with requested information and assistance to fulfill the purpose of the Program.
 3. Cooperate by providing CalMHSA with requested information and assistance to fulfill the purpose of the Program.
 4. Provide feedback on Program performance.
 5. Comply with applicable laws, regulations, guidelines, contractual agreements, JPA requirements, and bylaws.
 6. Identify Participant's contacts in Exhibit D - Participant Administration and notify CalMHSA of changes in the names and addresses listed. Notifications must be sent to contacts listed in Exhibit E – CalMHSA Administration via electronic mail and within five business days from the date the change occurred.

III. Amendment. Except as otherwise provided for in Section IV - Indemnification of this Agreement, this Agreement may be amended or modified only by the mutual agreement of CalMHSA and the Participant, expressed in writing and signed by an authorized representative of both parties except Exhibit D – Participant Administration, and Exhibit E – CalMHSA Administration, which may be revised and submitted via electronic mail.

IV. Withdrawal, Cancellation, and Termination

- A. Participant may withdraw from the Program and terminate the Agreement upon 45 calendar days written notice. Notice must be sent via electronic mail to the representatives identified on Exhibit E – CalMHSA Administration. Notice shall be deemed served on the date of electronic delivery.
- B. The withdrawal of a Participant from the Program shall not automatically terminate its responsibility for its share of the expense and liabilities of the Program. The

contributions of current and past Participants are chargeable for their respective share of unavoidable expenses and liabilities arising during their participation period.

- C. CalMHSA and Participant, upon mutual agreement and 15 calendar day advance notice, may terminate, cancel, change, or limit the Program due to circumstances, including, but not limited to, government restrictions, lack of funding, governmental funding changes, regulatory changes, and/or force majeure. Changes to the Agreement may be subject to Section III – Amendments.
- D. Upon cancellation, termination, or other conclusion of the Program, any funds remaining undisbursed after CalMHSA satisfies all obligations arising from the administration of the Program shall be returned to Participant. However, funds used to pay for completed deliverables, services rendered, upfront fees to create the Program, or fees for any portal or platform, and ongoing services, are not subject to such reversion. Unused funds that were paid for by a joint effort will be returned pro rata to Participant in proportion to payments made. Adjustments may be made if disproportionate benefit was conveyed to a particular Participant. Excess funds at the conclusion of county-specific efforts will be returned to the particular County that paid them per the Program.
- V. **Fiscal Provisions.** Funding required from Participant for this Program will not exceed \$1,000,000 during the Program term identified in the Cover Sheet. Funding and payment break down by fiscal year is identified in table below:

Fiscal Year	Direct Program Cost	CalMHSA Program Management Fee	Total Funding/Payment	Invoice Due Date
2025-26	\$ 425,000.00	\$ 75,000.00	\$ 500,000.00	Within 30 days of execution of this Agreement
2026-27	\$ 425,000.00	\$ 75,000.00	\$ 500,000.00	July 31, 2026
Total	\$ 850,000.00	\$ 150,000.00	\$ 1,000,000.00	

The Participant shall remit payment to CalMHSA only for invoices that have been approved by the Program Manager or their designee. Each invoice must be accompanied by supporting documentation outlining the tasks performed, deliverables completed, service status or completion, and any other work as specified in Exhibit C – PRS Chart and elsewhere in this agreement.

Upon receipt of each billing, Participant will, in a manner consistent with standard accounts payable practices and procedures, reimburse CalMHSA for the services provided during the billed cycle.

At any time, Participant may request additional documentation to support the invoice and/or the progress of the work performed. CalMHSA must submit the requested documentation within 15 business days or as agreed/approved by the Participant's Program Manager.

At any time, If Participant reasonably determines from a review or an audit of CalMHSA's service and billing records that CalMHSA failed to deliver required services associated with this Agreement, Participant shall have the right to adjust and/or recover payment(s) associated with

such service(s). The recovery from the CalMHSA shall be made through cash payment and/or Participant offsets from future payment(s).

This Agreement is also subject to any additional restrictions, limitations, or conditions imposed by the State, and federal government which may in any way affect the provisions of payment or funding of this Agreement.

VI. Indemnification

To the fullest extent permitted by law, each party shall hold harmless, defend and indemnify the other party, including its governing board, employees and agents from and against any and all claims, losses, damages, liabilities, disallowances, recoupments, and expenses arising out of or resulting from other's negligence in the performance of its obligations under this Agreement, including the performance of the other's subcontractors, except that each party shall have no obligation to indemnify the other for damages to the extent resulting from the negligence or willful misconduct of any indemnitee. Each party may participate in the defense of any such claim without relieving the other of any obligation hereunder.

Participation Agreement
EXHIBIT C – Performance Requirements Summary Chart

SPECIFIC PERFORMANCE REFERENCE	REQUIRED SERVICE	PARTICIPANT MONITORING METHOD
Exhibit B – General Terms and Conditions, Section II.A.5 CalMHSA Responsibilities	CalMHSA shall provide quarterly fiscal updates on funding expenditures.	CalMHSA to send updates to Participant via email.
Exhibit B – General Terms and Conditions, Section II.A.8 CalMHSA Responsibilities	CalMHSA shall obtain Participant’s written approval prior to subcontracting any work.	Confirmation of documentation via email.
Exhibit B – General Terms and Conditions, Section II.A.9 CalMHSA Responsibilities	CalMHSA’s shall identify its contacts in Exhibit E and notify the Participant of any changes in the names and addresses listed.	Confirmation of documentation via email.
Exhibit B – General Terms and Conditions, Section II.A.10 CalMHSA Responsibilities	CalMHSA shall meet with Participant monthly and provide program/project updates within 30 calendar days after the close of each quarter to include reports with supporting documentation that informs on deliverables status/completion.	CalMHSA to send expenditure reports to Participant via email and schedule monthly meetings.
Exhibit B – General Terms and Conditions, Section II.A.10 CalMHSA Responsibilities	CalMHSA shall notify Participant when a project is completed prior to the end of the fiscal year and provide a report 90 calendar days after the end of the project.	Notification to Participant. CalMHSA to send report to Participant via email.

Participation Agreement
EXHIBIT D – Participant Administration

CONTRACT NO. 11388-LA-WETC-24_25

MENTAL HEALTH CHIEF DEPUTY DIRECTOR:

Name: Rimmi Hundal, M.A.
Title: Chief Deputy Director
Address: 510 S. Vermont Avenue, 22nd Floor, Los Angeles, CA 90020
Telephone: (213) 738-4926 E-Mail Address: RHundal@dmh.lacounty.gov

PARTICIPANT PROGRAM DIRECTOR:

Name: Jeff Gorsuch, Psy.D.
Title: Mental Health Program Manager III
Address: 510 S. Vermont Avenue, 22nd Floor, Los Angeles, CA 90020
Telephone: (213) 271-6931 E-Mail Address: jgorsuch@dmh.lacounty.gov

PARTICIPANT PROGRAM MANAGER:

Name: Victoria Lee, Ph.D.
Title: Mental Health Program Manager I
Address: 510 S. Vermont Avenue, 22nd Floor, Los Angeles, CA 90020
Telephone: (213) 943-8209 E-Mail Address: vdlee@dmh.lacounty.gov

PARTICIPANT CONTRACT MONITOR:

Name: Argelia N. Reyes
Title: Health Program Analyst II
Address: 510 S. Vermont Avenue, 22nd Floor, Los Angeles, CA 90020
Telephone: (213) 943-9937 E-Mail Address: anreyes@dmh.lacounty.gov

PARTICIPANT CONTRACT ADMINISTRATOR:

Name: Hayk Balagyozyan
Title: Administrative Services Manager I
Address: 510 S. Vermont Avenue, 20th Floor, Los Angeles, CA 90020
Telephone: (213) 948-2235 E-Mail Address: hbalagyozyan@dmh.lacounty.gov

**Participation Agreement
EXHIBIT E - CalMHSA Administration**

CONTRACT NO: 11388-LA-WETC-24_25

CalMHSA's CONTRACT MANAGER:

Name: Leah Solomon
Title: Contract Specialist
Address: 1610 Arden Way Ste. 175. Sacramento, CA 95815
Telephone: 279-599-6220
E-Mail Address: leah.solomon@calmhsa.org

CalMHSA's AUTHORIZED OFFICIAL(S):

Name: Dr. Amie Miller
Title: Executive Director
Address: 1610 Arden Way Ste. 175. Sacramento, CA 95815
Telephone: 888-210-2515
E-Mail Address: amie.miller@calmhsa.org

CalMHSA Notices to Contractor shall be sent to the following:

Name: Dr. Amie Miller
Title: Executive Director
Address: 1610 Arden Way Ste. 175. Sacramento, CA 95815
Telephone: 888-210-2515
E-Mail Address: amie.miller@calmhsa.org



DEPARTMENT OF MENTAL HEALTH

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LISA H. WONG, Psy.D.
Director

Curley L. Bonds, M.D.
Chief Medical Officer

Rimmi Hundal, M.A.
Chief Deputy Director

April 23, 2025

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

FROM: Rimmi Hundal, M.A. 
Chief Deputy Director

SUBJECT: **NOTICE OF INTENT TO EXECUTE A NEW SOLE SOURCE PARTICIPATION AGREEMENT WITH THE CALIFORNIA MENTAL HEALTH SERVICES AUTHORITY FOR THE DEVELOPMENT AND IMPLEMENTATION OF AN ONLINE MEDIA CAMPAIGN TO PROMOTE CAREER OPPORTUNITIES WITHIN THE PUBLIC MENTAL HEALTH SYSTEM**

In accordance with the Los Angeles County Board of Supervisors' (Board) Policy No. 5.100 (Sole Source Contracts and Amendments), the Department of Mental Health (DMH) is notifying your Board of our Department's intent to enter into a new sole source Participation Agreement (Agreement) with the California Mental Health Services Authority (CalMHSA) to coordinate the creation and delivery of an online media campaign.

DMH will request that your Board approve a new sole source Agreement with CalMHSA. The Agreement will be effective July 1, 2025, through June 30, 2027. The Total Compensation Amount for the term of the contract will be \$1,000,000, fully funded by State Mental Health Services Act Workforce Education and Training revenue.

The new sole source Agreement with CalMHSA will provide an online media campaign to advertise and recruit students for possible careers within the Los Angeles County public mental health system.

JUSTIFICATION

On May 11, 2010, your Board authorized DMH to sign the CalMHSA Joint Exercise of Powers Agreement in order to jointly exercise powers with other participating CalMHSA counties and city members. CalMHSA is a Joint Powers Authority under California Government Code Section 6500 et seq, formed in 2009 to jointly develop and fund mental health services and education programs on a statewide, regional, and local basis.

The number of individuals seeking careers within the public mental health field has declined, while the need for mental health services continues to exist and grow within Los Angeles County. Through this new sole source Agreement, CalMHSA will develop and implement an online media campaign to promote career opportunities within the public mental health system. Said campaign will target students/youth, and more specifically individuals from unserved/underserved communities. As an independent administrative and fiscal public entity, CalMHSA has worked with DMH for several years and coordinated the development and implementation of media campaigns for services provided by DMH, to bring awareness to the public. CalMHSA's experience and understanding of DMH's needs will save administrative time and cost required for development, planning, and other administrative tasks that would otherwise be needed if another vendor was to be used.

The Director of Mental Health (Director) currently serves on CalMHSA's Board of Directors but is not compensated and does not benefit financially in any way from serving in that position. In addition, the Director will not participate in the approval process of the Agreement with CalMHSA.

NOTIFICATION TIMELINE

Pursuant to Board Policy No. 5.100 (Sole Source Contracts and Amendments), DMH is required to notify your Board at least four weeks prior to commencing contract negotiations for a new sole source contract. If requested by a Board Office or the Chief Executive Office, DMH will place this item on the Health and Mental Health Services Cluster Agenda.

Unless otherwise instructed by your Board Office within four weeks of this notice, DMH will present your Board a letter for approval to enter into a new sole source Participation Agreement with CalMHSA to develop and implement the online media campaign to promote career opportunities within Los Angeles County public mental health system.

Each Supervisor
April 23, 2025
Page 3

If you have any questions or require additional information, please contact me at RHundal@dmh.lacounty.gov or (213) 738-4926, or your staff may contact Stella Krikorian, Division Manager, Contracts Development and Administration Division, at SKrikorian@dmh.lacounty.gov or (213) 943-9146.

RH:KN:SK
CM:MG:atm

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

SOLE SOURCE CHECKLIST

Department Name: _____

- New Sole Source Contract California Mental Health Services Authority (CalMHSA)
 Sole Source Amendment to Existing Contract
 Date Existing Contract First Approved: _____

Check (✓)	JUSTIFICATION FOR SOLE SOURCE CONTRACTS AND AMENDMENTS Identify applicable justification and provide documentation for each checked item.
	➤ 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>
	➤ 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 service agreements exist on equipment which must be serviced by the original equipment manufacturer or an authorized service representative.
	➤ It is more cost-effective to obtain services by exercising an option under an existing contract.
	➤ 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.



 Chief Executive Office

 Date