



Executive Office  
County of Riverside

Larry Parrish  
Chief Executive Officer

April 8, 2003

Honorable Board of Supervisors  
County of Riverside  
Robert T. Anderson Administrative Center  
4080 Lemon Street, 5<sup>th</sup> Floor  
Riverside, CA 92501-3651

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**SUBJECT: Ratify the Children's Medical Service Plan with the State of California Department of Health Services for Fiscal Year 2002/2003 and approving Ordinance 440 pursuant to Resolution No. 440-8477.**

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Board Members:

The State Department of Health Services approved Riverside County's California Children's Service (CCS) Plan for Fiscal Year 02/03 on November 11, 2002. Due to increased cases, the CCS Administrative and Medical Therapy Unit staffing has not been able to meet State service standards. Therefore, the State increased Riverside County's staffing allocation consistent with the caseload. The local share of increased staffing allocation is \$182,119 in FY 02/03 and \$980,000 in FY 03/04. Additionally, it is estimated that the cost of therapy services will increase next fiscal year by \$1.1 million.

The Community Health Agency is requesting \$136,426 in additional net county cost this year to partially draw down the increased allocation. This is the amount the agency believes it can realistically spend before the June 30, 2003. The annual net county cost to support this level of staffing is \$800,000 in subsequent fiscal years.

Current budget issues make it prudent for this office to recommend no increase to this year's net county cost. We recommend approval of motions 1, 4, 5 and 6 only. Due to CCS caseload distribution between Medi-Cal and non-Medi-Cal cases, net county cost is already expected to increase \$500,000 for CCS Administrative and Medical Therapy Unit staffing next fiscal year. In addition, the county is responsible for the full cost of therapy services projected in increase by \$1.1 million.

The Agency submitted their budget request under the assumption that the recommendations presented today will be approved. We recommend that the budget be resubmitted at the net county cost target with the increased cost as a policy item to be considered during the budget process.

Respectfully submitted,

LARRY PARRISH  
County Executive Officer

**SUBMITTAL TO THE BOARD OF SUPERVISORS  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

325



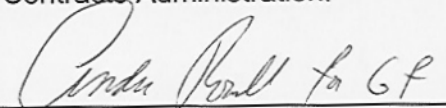
**FROM:** Community Health Agency

**SUBMITTAL DATE:**

**SUBJECT:** Ratifying the Children's Medical Services (CMS) Plan with the State of California Department of Health Services for Fiscal Year 2002/2003 and approving Ordinance 440 pursuant to Resolution No. 440- 8477.

**RECOMMENDED MOTION:** That the Board of Supervisors:

1. Ratify the Children's Medical Services (CMS) Plan covering the period of July 1, 2002 through June 30, 2003 with the State of California Department of Health Services pertaining to the California Children's Services (CCS) Program (budget approval letter dated November 11, 2002);
2. Approve Ordinance No. 440 pursuant to Resolution No. 440-8477 submitted as Attachment A;
3. Authorize the Auditor-Controller to adjust the budget as detailed in Schedule A;
4. Authorize the Auditor-Controller to sign four (4) original copies of the attached Certification of Appropriation for the County's share of cost for the administrative budget submitted as Attachment B;
5. Authorize the Chairman of the Board of Supervisors to sign four (4) original copies of the attached Certification Statement submitted as Attachment C; and
6. Direct the Clerk of the Board to retain one (1) original of said documents and return three (3) originals to the Community Health Agency Contracts Administration.

  
\_\_\_\_\_  
Gary M. Feldman, M.D., Director

SJM:gp:nl:sh

**FINANCIAL DATA:**

CURRENT YEAR COST: \$ 967,564  
NET COUNTY COST: \$ 136,426

REQUIRES  
4/5 VOTE  
ANNUAL COST: \$ 2,974,860  
IN CURRENT BUDGET: NO  
BUDGET ADJUSTMENT: YES X FOR FY: 02/03

**SOURCE OF FUNDS:** 86% State & Federal Funds and 14% County General Funds

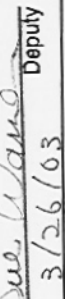
**C.E.O. RECOMMENDATIONS:** See attached letter.

Positions to be deleted  
per A-30.

**County Executive Officer Signature:**



FISCAL PROCEDURES APPROVED  
ROBERT E. BYRD, Auditor-Controller

BY  Deputy  
3/26/03

Approved by Ronald W. Komers  
Asst. County Executive Officer/  
Human Resources Director

Department Recommendation:  Consent  Policy  
Per Executive Office:  Consent  Policy

**Prev.Agn.ref.**  
June 18, 2002, item 3.17

**Dist.**  
All

**AGENDA NO.**

3.9

**SUBJECT:** Ratify the Children's Medical Services (CMS) Plan with the State of California Department of Health Services for Fiscal Year 2002/2003 and approve Ordinance 440 pursuant to Resolution No. 440- 8477.

**BACKGROUND:**

The Riverside County CCS Program currently serves 9,900 children age birth to 21 years who have significant medical conditions (also known as physically-handicapped conditions) requiring complex medical care from approved specialists. Children eligible for the program have cancer, cerebral palsy, heart defects, hemophilia, need organ transplants, or have other catastrophic health conditions. The CCS Program receives referrals from medical facilities, health plans and providers and determines the child/family's financial, residential and medical eligibility for the program. Cases are managed by Public Health Nurses. The CCS Program also authorizes and provides payment to health care providers, medical facilities and medical suppliers for services including diagnosis, treatment and school-based medical therapy services at seven (7) school sites across the County.

The Riverside County CCS Program caseload has increased significantly at a rate of 25% per year for the past three years. Caseload growth is at 12% this fiscal year and is expected to continue at this rate through next fiscal year. The current caseload is over 9,900 children and is anticipated to surpass 10,500 cases by the end of this fiscal year. Caseload growth is due to several factors including: 1) population growth in the County; 2) increased enrollment in Medi-Cal Managed Care Plans, Healthy Families and Healthy Kids insurance programs which "carve out" CCS eligible conditions, thus increasing the identification of CCS eligible cases and referrals to the program; and 3) improved survival rates for many pediatric conditions that were previously terminal and now are chronic due to improved medical treatment. CCS Program staffing has not kept pace with caseload growth and does not currently meet the minimum staffing standards required by the State. This shortage of staff has impacted the level of service provided to participating children, service providers and vendors waiting for payment of claims.

In January 2002, the State Children's Medical Services Branch conducted a targeted CCS Program assessment as a result of having received provider and vendor complaints about delays in service authorizations, claim payments and difficulty communicating by telephone with staff. The assessment found that the program was unable to meet the State's standard for response to new referrals and requests for services within 5 days, which delays treatment to children. The program was also unable to meet the 3-day deadline for processing claims which delays payment to providers. The program assessment validated that staffing has not kept pace with the caseload growth and the State is prepared to pay their share of the cost for 53 additional staff positions and associated program costs to meet State staffing standards.

The financial responsibility for operating the CCS program is shared between the County and the State. The administrative costs are supported by Medi-Cal funding at a percentage equal to the percentage of Medi-Cal clients being served in the program's caseload. The remaining costs are funded equally by State and County General Funds. Currently the Riverside CCS caseload is comprised of 70% Medi-Cal and 30% non Medi-Cal clients. The Medi-Cal caseload may change from year-to-year, thereby increasing or decreasing the County financial responsibility.

**SUBJECT:** Ratify the Children's Medical Services (CMS) Plan with the State of California Department of Health Services for Fiscal Year 2002/2003 and approve Ordinance 440 pursuant to Resolution No. 440-8477.

The CCS Program costs associated with providing school-based therapy (at Medical Therapy Units), diagnosis and treatment services is shared equally by the County and the State. The County pays for the occupational and physical therapy staff who provide school-based therapy services at seven school sites across the County. The State pays for the diagnosis and treatment services provided to the children. The costs for the County therapy services are netted against what the State pays for the diagnosis and treatment services and the difference in cost is reimbursed.

CCS Program administrative, therapy, diagnosis and treatment costs are increasing due to caseload growth. The staffing, service response times and caseload will be evaluated at the end of this fiscal year and quarterly thereafter.

The approved Fiscal Year 2002/03 State Plan and budget for the CCS Program administrative costs includes the additional 53 staff positions needed to meet State staffing standards for CCS administrative activities (43 positions) and Medical Therapy Unit (MTU) direct services (10 positions).

Due to the timing of this request for additional funds for fiscal year 2002/03 and the time it takes to recruit, hire and train new CCS Program staff, the Board has three options:

- 1) Continue the same Maintenance of Effort (MOE) annual match of \$497,712 in FY 2002/03 as was originally budgeted to fund current staff. The annual MOE match for FY 2003/04 is estimated to be \$1.0 million, an increase of \$500,000.

Service Impact: With no increase in staffing and continued caseload growth, the length of delay in authorizing medically necessary services for CCS eligible children will increase. Currently it takes up to six weeks to issue an authorization for a medical service and this timeframe will increase without additional staffing. Similar delays will occur in processing provider claims. The average timeframe for claims processing is currently 3 weeks. Delays in paying provider claims results in provider dissatisfaction. Loss of providers negatively impacts access to services for our CCS children. The State standard for nurse staff positions based on caseload is 1 nurse to 400 cases. Riverside CCS is currently staffed 1 nurse to 720 cases. Excessive nurse caseloads result in delays providing medical care to children, delays responding to referral sources and delays providing eligibility determinations to other health plans such as IEHP, Molina, Healthy Families and Healthy Kids providers, resulting in increased costs for these programs.

- 2) Increase the MOE match to \$679,831, a Net County Cost increase of \$182,119 for the remainder of FY 2002/03, to fund current staff plus 53 new CCS Administrative and Medical Therapy Unit staff, meeting recommended State Staffing standards. The annual MOE match for FY 2003/04 is estimated to be \$1.48 million, an increase of \$980,000.

Service Impact: The additional 53 positions will provide sufficient staffing to meet State mandated timelines for service authorization and provider claims processing for the current caseload. Nurse to caseload staffing would increase to 1 nurse for approximately 450 cases based on current caseload figures (9,900 children).

**SUBJECT:** Ratify the Children’s Medical Services (CMS) Plan with the State of California Department of Health Services for Fiscal Year 2002/2003 and approve Ordinance 440 pursuant to Resolution No. 440-8477.

- 3) Increase the MOE match to \$634,138, a Net County Cost increase of \$136,426 for the remainder of FY 02/03, to fund current staff plus 36 new CCS Administrative (31 positions) and Medical Therapy Unit staff (5 positions). This is the number of staff the Agency believes that they will be able to recruit this Fiscal Year and into early FY 2003/04, however this level of staffing is 34% below what is needed to meet current caseload. The annual MOE match for FY 2003/04 is estimated to be \$1.3 million, an increase of \$800,000.

Service Impact: This funding level would moderately improve program responsiveness, but would not bring the program into compliance with state timelines for service authorization and claims processing. Authorization delays would be approximately 3 weeks, and claims processing delays would be approximately 10 days. Nurse caseloads would be approximately 600 cases per nurse. The program’s effort to operate more efficiently includes the development of intake and ongoing case management teams. The 31 administrative positions were selected with the team staffing configuration in mind, that is, maintenance of the correct number of Technicians, Office Assistants, and Nurses to produce complete teams. Program staffing will be 34% below what is needed to meet current caseload and does not provide the number of teams to operate the Program efficiently.

Option	Fiscal Year	CCS Caseload Distribution	Additional General Fund	Annual MOE Requirement	Program Allocation
1	2002/03 County Approved	80% Medi-Cal/ 20% non Medi-Cal	\$0	\$497,712	\$5,239,092
	2003/04 Estimate	70% Medi-Cal/ 30% non Medi-Cal	\$500,000	\$1,000,000	\$7,100,000
2	2002/03 State Approved	80% Medi-Cal/ 20% non Medi-Cal	\$182,119	\$821,119	\$9,123,558
	2003/04 Estimate	70% Medi-Cal/ 30% non Medi-Cal	\$980,000	1,480,000	\$9,900,000
3	2002/03 Estimate	70% Medi-Cal/ 30% non Medi-Cal	\$136,426	\$830,000	\$8,800,000
	2003/04 Estimate	70% Medi-Cal/ 30% non Medi-Cal	\$800,000	\$1,300,000	\$8,900,000

**SUBJECT:** Ratify the Children's Medical Services (CMS) Plan with the State of California Department of Health Services for Fiscal Year 2002/2003 and approve Ordinance 440 pursuant to Resolution No. 440-8477.

The Community Health Agency recommends that the Fiscal Year 2002/03 CCS Program Administrative budget MOE match be increased to \$634,138, a Net County Cost increase of \$136,426, to draw sufficient State and Federal funding to support the existing staff and 36 additional positions. This is the number of staff the Agency believes that they will be able to recruit this fiscal year and into early FY 2003/04, however this level of staffing is 34% below the State recommended staffing standard needed to meet current caseload.

The CCS Program Administrative budget receives revenue based on the caseload distribution of Medi-Cal and non Medi-Cal clients being served. When the CCS Program administrative budget was prepared in June 2002, the caseload was 8,231 children served of which 80% were Medi-Cal and 20% were non Medi-Cal. The required County match to access the full Program allocation of \$9,123,558 was \$821,119. When the CCS Program administrative budget was prepared in March 2003 for Fiscal Year 2003/04, the caseload was 9,900 children served of which 70% were Medi-Cal and 30% non Medi-Cal. Due to this shift in the percentage of Medi-Cal caseload and increases in staff and other costs, the County match for Fiscal Year 2003/04 is estimated to be \$1.3 million to access the Program allocation of \$8.9 million, a Net County Cost increase of approximately \$800,000.

Although the costs associated with the CCS Program diagnosis, treatment and therapy services are not part of the CCS Program administrative budget submitted for approval on this Form 11, the Agency determined it was important to inform the Board about the estimated increase in Net County Cost for these services for Fiscal Year 2003/04. The CCS Program diagnosis, treatment and therapy services budget receives revenue based on Net County Cost and realignment allocations. Costs for this CCS Program area are also increasing. Therefore, the Agency will also request an increase in Net County Cost in the Fiscal Year 2003/04 budget for the costs associated with the CCS Program diagnosis, treatment and therapy services. The total increase in Net County Cost for Fiscal Year 2003/04 is estimated to be \$1.1 million.

The Agency anticipates a \$1.6 million increased Net County Cost for Fiscal Year 2003/04 for the CCS Program Administrative services (\$500,000) and diagnosis, treatment and therapy services (\$1.1 million).

The program plan and administrative budget were submitted to the State in June 2002 and the State began the review and approval process. The Preparation of this Form 11 ensued following the November 21 receipt of the State's approval letter, dated November 11, 2002. The Agency took the time between receiving the approval letter and the date of this Form 11 submittal to develop the options presented above, evaluate current year caseload growth and expenditures and consider the State and County budget situation for this and next fiscal year.

Any positions which are added by this funding award will remain only so long as funding is available to sustain the positions.

**SUBJECT:** Ratify the Children's Medical Services (CMS) Plan with the State of California Department of Health Services for Fiscal Year 2002/2003 and approve Ordinance 440 pursuant to Resolution No. 440- 8477.

**FINANCIAL DATA:** The State Children's Medical Services Branch approved the 2002/03 plan and budget and authorized the CCS Program to expend funds to carry out CCS program requirements as set forth in Health and Safety Code, Article 5, Section 123800 et seq. in accordance with the approved budget. The County will receive reimbursement for program costs from State and Federal funds based on a total maximum allocation of \$9,123,558. The Medi-Cal funds applied to this allocation total \$7,481,320. Per the Health and Safety Code 123955(a)(1), the balance remaining (\$1,642,238) is to be paid 50% by additional State funding and 50% by Riverside County. Therefore, the current Riverside County required match is \$821,119.

Medi-Cal Funds:		\$7,481,320
Non Medi-Cal Funds:		
County Funds:	\$821,119	
State Funds:	<u>\$821,119</u>	
Total Non Medi-Cal Funds:		<u>\$1,642,238</u>
Total Allocation:		\$9,123,558

The approved allocation plan and budget from the State requires an additional \$2,287,965 in program costs beyond the amount previously budgeted for Fiscal Year 2002/03, requiring an increase in Net County Cost of \$182,629 for this Fiscal Year. The \$821,119 County match is what is required to access the entire Program allocation.

Due to the timing of this request (3rd quarter) and adjusting program costs for hiring one-fourth of the 36 new staff for 5.3 pay periods of this Fiscal Year, the additional program costs will be \$967,564 beyond the amount previously budgeted, requiring an increase in Net County Cost of \$136,426.

**ATTACHMENT "A"  
 AMEND ORDINANCE 440**

By Resolution amend Ordinance 440, Department 4200200000 to add the following staff in the Department of Public Health, California Children's Services Program, assigned to Department 4200200100:

<b>Classification</b>	<b>Class Code</b>	<b>No. of Positions</b>	<b>Step</b>	<b>Salary Range</b>
Office Assistant II California Children's Services	13865	12.0 FTE	10	\$19,788 - \$25,070
Tech II Public Health Nurse V	13627	7.0 FTE	10	\$27,129 - \$34,384
Assistant Nurse Manager California Children's Services	73935	6.0 FTE	13	\$46,707 - \$64,189
Tech Coordinator	73924	3.0 FTE	10	\$50,038 - \$68,772
	13628	1.0 FTE	10	\$29,356 - \$37,227

By Resolution amend Ordinance 440, Department 4200200000 to add the following staff in the Department of Public Health, California Children's Services Program – Medical Therapy Unit, assigned to Department 4200200200:

<b>Classification</b>	<b>Class Code</b>	<b>No. of Positions</b>	<b>Step</b>	<b>Salary Range</b>
Occupational Therapist I	73438	3.0 FTE	13	\$47,959 - \$65,908
Physical Therapist I	73445	2.0 FTE	13	\$47,959 - \$65,908

By Resolution amend Ordinance 440, Department 4200300000 to add the following staff in the Department of Public Health, Fiscal Services, assigned to Department 4200310000.

<b>Classification</b>	<b>Class Code</b>	<b>No. of Positions</b>	<b>Step</b>	<b>Salary Range</b>
Accountant II	77422	1.0 FTE	10	\$39,158 - \$49,719
Accounting Assistant II	15918	1.0 FTE	10	\$26,470 - \$33,439

Positions added by this funding award will remain only so long as funding is available to sustain the positions.

**SCHEDULE A**

Community Health Agency  
 California Children's Services - Administration  
 Budget Adjustment Fiscal Year 2002/03

**INCREASE IN APPROPRIATIONS:**

10000	4200200000	510040	REGULAR SALARIES	\$76,424
10000	4200200000	518100	BUDGETED BENEFITS	\$25,412
10000	4200200000	520330	COMMUNICATIONS SERVICES	\$112,890
10000	4200200000	520930	INSURANCE-LIABILITY	\$19,906
10000	4200200000	520945	INSURANCE-PROPERTY	\$12,595
10000	4200200000	521560	MAINT-OTHER	\$9,590
10000	4200200000	522860	MEDICAL/DENTAL SUPPLIES	\$5,345
10000	4200200000	523230	MISCELLANEOUS EXPENSE	\$18,290
10000	4200200000	523640	COMPUTER EQUIPMENT (NON FIXED ASSET)	\$69,710
10000	4200200000	523660	COMPUTER SUPPLIES	\$83,000
10000	4200200000	523680	OFFICE EQUIPMENT (NON FIXED ASSET)	\$12,560
10000	4200200000	523700	OFFICE SUPPLIES	\$44,965
10000	4200200000	523760	POSTAGE/MAILING	\$31,965
10000	4200200000	524500	ADMINISTRATIVE SUPT-DIRECT	\$22,589
10000	4200200000	524600	BILLING SERVICE	\$25,000
10000	4200200000	524660	CONSULTANTS	\$13,230
10000	4200200000	524740	COUNTY SUPPORT SERVICE	\$1,861
10000	4200200000	525120	MICROGRAPHIC SERVICES	\$3,705
10000	4200200000	525220	PRE-EMPLOYMENT SERVICES	\$15,020
10000	4200200000	525300	OASIS HR PROCESSING	\$91,566
10000	4200200000	525340	TEMPORARY HELP SERVICES	\$45,000
10000	4200200000	525440	PROFESSIONAL SERVICES-OTHER	\$9,260
10000	4200200000	525500	SALARY/BENEFIT REIMBURSEMENT	\$11,440
10000	4200200000	526420	ADVERTISING	\$3,440
10000	4200200000	526530	RENT/LEASE-EQUIPMENT	\$5,340
10000	4200200000	526700	BUILDINGS RENT/LEASE	\$163,506
10000	4200200000	527780	SPECIAL PROGRAM EXPENSE	\$4,412
10000	4200200000	529540	UTILITIES	\$16,290
10000	4200200000	530440	CLIENT SERVICES	\$13,253
10000	4200300000	510040	REGULAR SALARIES	\$16,952
10000	4200300000	518100	BUDGETED BENEFITS	\$5637
10000	4200300000	572800	INTRA - MISCELLANEOUS	<u>(\$22,589)</u>
<b>TOTAL INCREASE IN APPROPRIATIONS</b>				<b>\$967,564</b>

SCHEDULE A (Continued)

**INCREASE IN ESTIMATED REVENUE:**

10000	4200200000	751210	CA-CCS MEDICAL ADMIN (5501)	\$757,538
10000	4200200000	751210	CA-CCS THERAPY MEDI-CAL (5501)	\$61,600
10000	4200200000	775700	CCS THERAPY REPAY (A&E FEES) (7331)	<u>\$12,000</u>
<b>TOTAL INCREASE IN ESTIMATED REVENUES</b>				<b>\$831,138</b>

**DECREASE IN APPROPRIATION:**

10000	1109000000	58100	<b>APPROPRIATION FOR CONTINGENCY</b>	<b>136,426</b>
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ATTACHMENT B

CERTIFICATE OF COUNTY APPROPRIATION  
CALIFORNIA CHILDREN'S SERVICES PROGRAM  
ADMINISTRATIVE BUDGET  
FISCAL YEAR 2001-2002

To: Department of Health Services  
Children's Medical Services Branch  
Administration Unit  
1515 "K" Street, Suite 400  
P O BOX 942732  
Sacramento CA 94234-7320

From: Robert Byrd, Auditor-Controller  
Riverside County  
P O BOX 1326  
4080 Lemon Street, 11th Floor  
Riverside CA 92502-1326

I hereby certify the following amount of money has been appropriated to finance the County's share of the non-Medi-cal portion of the administrative budget for the California Children's Services program for fiscal year 2002-2003.

Total Amount Appropriated for non-Medical  
Administrative Costs

\$821,119

Signed: Robert Byrd  
Robert Byrd, Auditor-Controller

Date: 3/31/03

Note: STATE MATCHING FUNDS WILL BE APPROPRIATED PER STATUTE, HEALTH AND SAFETY CODE SECTION 123950.

ATTACHMENT C

County/City: RIVERSIDE  
CMS Plan FY 2002-2003

**CERTIFICATION STATEMENT**

The undersigned certify that (1) the statements herein are true and completed to the best of their knowledge; (2) this community's CHDP and CCS programs will comply with all federal and state policies and legal requirements pertaining to the CHDP and CCS program; (3) the undersigned agree to provide the California Department of Health Services the required program reports, reports of budgets, program and personnel changes, and access to all fiscal and program records for purposes of audit and review by state and federal staff, and (4) this plan and justification is a public document as prescribed by the California Public Records Act of 1968.

Susan J. Moran, Deputy Director  
Signature of CHDP Director (VACANT)

12/9/02  
Date

Susan J. Moran  
Signature of CCS Administrator

12/9/02  
Date

[Signature]  
Signature of Director/Health Officer

1/10/03  
Date

I certify that this plan has been approved by the local governing body.

\_\_\_\_\_  
Local Governing Body Chairperson

ATTEST: Nancy Romero, Clerk

By \_\_\_\_\_

**Form 11 Attachment  
Contract/Lease/Purchase Summary Data**

- |   |  |   |
|---|--|---|
| <input checked="" type="checkbox"/> <b>Contract</b> | <input type="checkbox"/> <b>Lease</b>    | <input type="checkbox"/> <b>Purchase</b>    |
| Approval/Renewal                                    | Approval/Renewal                         | Sole Source                                 |
| <input type="checkbox"/> Sole Source                | <input type="checkbox"/> Mult-Year Lease | <input type="checkbox"/> Other Than Low Bid |
| <input type="checkbox"/> Personal Services          | <input type="checkbox"/> Equipment       | <input type="checkbox"/> Change Order       |
| <input type="checkbox"/> Independent Contractor     | <input type="checkbox"/> Real Property   |   |
| <input type="checkbox"/> Other than low Bid         | <input type="checkbox"/> Change Order    |   |
| <input type="checkbox"/> Change Order               |  |   |

<b>User Department:</b>	Community Health Agency
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<b>Vendor/Lessor Name:</b>	California Department of Health Services Children's Medical Branch
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<b>Vendor/Lessor Location:</b>	1515 K Street, Suite 400 Sacramento, CA 94234
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Selection Committee Member Names (RFP=s Only)
Minority

**Applicable Board Policy #**

**Comments:**

**RFQ/RFP Process:**

Date Mailed:  
Response Date:  
# of Responses:  
# of Qualified Responses:

**Bidding Process:**

Bid Range:	\$	To: \$
Local Bid Range:	\$	To: \$
Responsive and Responsible Bid Range:	\$	To: \$
Local Performance Award Cost (5% maximum preference)	\$	To: \$
Local Preference FYTD: Cost	\$	To: \$

**Contract/Lease Renewals Only  
Proposed Differences**

Existing Agreement Items

Proposed Agreement Items

1. Rates
2. Terms
3. Conditions
4. Legal Issues
5. Accountability