

Woodhill
 PURCHASING & FLEET SERVICES
 Robert Howdyshell, Director

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

249



SUBMITTAL DATE:
 July 2, 2013

FROM: Department of Mental Health

SUBJECT: APPROVE BLANKET PURCHASE ORDERS (BPO'S) FOR SUPPLIES FOR USE IN CLIENT RELATED THERAPY AND ACTIVITIES

RECOMMENDED MOTION: That the Board of Supervisors:

1. Authorize the County Purchasing Agent to establish and amend individual BPO's with vendors listed in Attachment A, some exceeding \$100,000 each, for the purchase of miscellaneous household and recreational supplies used in client related therapy and activities, for a combined annual aggregate amount of \$900,000, and;
2. Authorize the County Purchasing Agent to shift funds, as needed, among the various BPO's, and to add new or rescind BPO's with vendors while staying within the combined aggregate of \$900,000 annually through June 30, 2018, and;
3. Exempt the County Purchasing Agent from the sole source requirement when adding new vendors, while staying within the approved aggregate amount of \$900,000.

(Continued on Page 2)

BACKGROUND:

Jerry Wengerd

 Jerry Wengerd, Director, Dept. of Mental Health

FINANCIAL DATA	Current F.Y. Total Cost:	\$900,000	In Current Year Budget:	Yes
	Current F.Y. Net County Cost:	\$0	Budget Adjustment:	No
	Annual Net County Cost:	\$0	For Fiscal Year:	2013/14

SOURCE OF FUNDS: 100% State	Positions To Be Deleted Per A-30	<input type="checkbox"/>
	Requires 4/5 Vote	<input type="checkbox"/>

C.E.O. RECOMMENDATION:

APPROVE
 BY: *Steven C. Horn*

 Steven C. Horn, MPA

County Executive Office Signature

Consent Policy
 Consent Policy

2013 JUL -3 10:10:21

Dep't Recomm.: Per Exec. Ofc.:	Prev. Agn. Ref.: 3.21 on 6/13/06 & 3.28 on 12/23/08	District: All	Agenda Number:
-----------------------------------	---	---------------	----------------

3-38

BOARD OF SUPERVISORS

**FORM 11: APPROVE BLANKET PURCHASE ORDERS (BPO) FOR SUPPLIES FOR USE
IN CLIENT RELATED THERAPY AND ACTIVITIES**

PAGE 2

BACKGROUND

On June 13, 2006, Agenda Item 3.21, the Board of Supervisors authorized the Purchasing Agent to establish various BPO's not to exceed \$50,000 individually or an aggregate amount of \$350,000. Due to the implementation of the Mental Health Service Act (MHSA), the number of Department of Mental Health (DMH) clients requiring services increased considerably. Therefore, on December 23, 2008, Agenda Item 3.28, the Board of Supervisors authorized the increase of the amount designated to each vendor to \$100,000 for each BPO, and the combined aggregate amount to \$700,000. Moreover, with the increase of client services related to AB109 and MHSA programs, it is anticipated that an increase of the combined aggregate amount to \$900,000 is necessary to sufficiently support the increased need of supplies for client related therapy and activities.

The clients served by the DMH are, at times, in immediate need of certain items in order to be more functional in the home and in the community as appropriate to their treatment plan. The severity of a client's mental disability determines the reason for the purchase; i.e. client moving from a homeless status to temporary housing, client is in need of food and/or groceries, client is seeking a job and is in need of clothing or grooming to be more presentable to potential employers, and/or a client's treatment plan identifies certain activities or items beneficial for recovery. Selection of suppliers is made based upon geographical convenience of the client.

For accountability purposes, DMH establishes the BPO with each of the retailers to have a mechanism in place to track and manage client related expenditures. All expenditures made through a BPO require prior approval from the employee's supervisor, and a BPO authorization number from the DMH Materiel Management Unit, which cannot exceed \$1,000 per occurrence. Receipts for all purchases made under the BPO must be submitted to the employee's supervisor for the supervisor's review and signature. Supervisors are required to submit all the receipts along with a Monthly BPO Log that lists all transactions for each vendor.

PERIOD OF PERFORMANCE

The BPO's listed in Attachment "A" for FY 13/14 will be effective July 1, 2013 through June 30, 2014 with the option to renew annually through June 30, 2018. The majority of the individual BPO with the vendors will equal \$100,000 or more; however, they shall not exceed the combined approved aggregate amount of \$900,000.

FISCAL

There are sufficient funds in the Department's budget for FY 13/14 to provide for these BPO's and no additional County funds are required.

PRICE REASONABLENESS

Items shall be purchased at applicable current fair market rates.

BOARD OF SUPERVISORS

**FORM 11: APPROVE BLANKET PURCHASE ORDERS (BPO) FOR SUPPLIES FOR USE
IN CLIENT RELATED THERAPY AND ACTIVITIES**

PAGE 3

ATTACHMENT "A"

Supplier	Item (s)
Target K-mart	Household and age appropriate recreational supplies such as; arts and crafts, toys, and games. Also utensils, small expendable pots and pans, grocery item(s), grooming items, and sporting goods for use in client related activities.
Stater Brothers, Costco, Smart & Final, & Albertsons	Supplies and groceries used in client related activities and meetings for both individual and group settings.
Ross	Household furnishings, clothing, and clothing accessories for the clients of the Wraparound Program and Adult System of Care Program.