

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

486



**FROM:** Office on Aging

**SUBMITTAL DATE:**  
August 5, 2013

**SUBJECT:** Approve contract agreements with 2 contractors for FY 2013/2014 (from 07/01/2013 through 09/30/2013) covering senior services in Riverside County and allow Purchasing Agent to enter into contract amendments with Senior Service Providers.

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

- 1) Authorize Chairman of the Board to sign the agreements.
- 2) Approve agreements with 2 Contractors (See Form 11 Attachment A1 for list of contractors and contract amounts).
- 3) Direct the Clerk of the Board to retain (1) original copy of each contract and return (3) copies of each contract to the Office on Aging for further processing.
- 4) After contract agreements are approved, allow Purchasing Agent to enter into contract amendments with Senior Service Providers to transfer funding amounts between service providers as needed, and to increase funding amounts not to exceed 10% of the annual aggregate budget in order to meet service needs.

**BACKGROUND:** The enclosed contract agreements represent the first three (3) months of the second year of the four year Request for Proposal (RFP) Contracting cycle (July 1, 2012 through June 30, 2016) based on federal guidelines. (Continued on Page 2)

FISCAL PROCEDURES APPROVED  
PAUL ANGULO, CPA, AUDITOR-CONTROLLER  
BY: Lisette Rose 8/8/13

Michele Wilham  
Michele Wilham  
Director

<b>FINANCIAL DATA</b>	Current F.Y. Total Cost:	\$ 45,856.00	In Current Year Budget:	Yes
	Current F.Y. Net County Cost:	\$ 0	Budget Adjustment:	No
	Annual Net County Cost:	\$ 0	For Fiscal Year:	13/14

<b>SOURCE OF FUNDS:</b> Federal 100.0% State 0.0%	<b>Positions To Be Deleted Per A-30</b>	<input type="checkbox"/>
	<b>Requires 4/5 Vote</b>	<input type="checkbox"/>

**C.E.O. RECOMMENDATION:** APPROVE  
BY: Lani Sioson  
Lani Sioson

**County Executive Office Signature**

*M. Angulo*  
PURCHASING AGENT

FORM APPROVED COUNTY COUNSEL  
DATE: 8/5/13  
BY: NEAL R. KIPNIS  
Departmental Concurrence

Dep't Recor:  Consent  Policy  
ATTACHMENTS FILED WITH THE CLERK OF THE BOARD  
Per Exec. Ofc.:  Consent  Policy

2013 AUG 13 PM 5:31  
RECEIVED RIVERSIDE COUNTY

3-57

**SUBJECT:** Approve contract agreements with 2 contractors for FY 2013/2014 (from 07/01/2013 through 09/30/2013) covering senior services in Riverside County and allow Purchasing Agent to enter into contract amendments with Senior Service Providers.

**BACKGROUND:** (continued)

The California Department of Aging (CDA) has mandated that the Federal Sequestration Reductions be realized within the Federal Fiscal Year to which they correspond. As a result the State FY 2013-14 contracts and budgets are being broken into two separate periods: 1) July 1, 2013 through September 30, 2013; and 2) October 1, 2013 through June 30, 2014. This Form 11 covers two (2) contracts with the Office on Aging service providers for the first three-month period: from July 1, 2013 through September 30, 2013. The service provider contracts, and the related Form 11, for the nine-month period from October 1, 2013 through June 30, 2014 will be submitted separately.

The RFP process requires a public process in which the Riverside County Office on Aging requests potential contractors to bid for senior services in Riverside County through an intense process. Bidders who have been determined to be the most responsive and responsible by the evaluation panel and that meet all of the requirements necessary to successfully perform under the contract are recommended for approval by the Board of Supervisors. These agreements covering the period July 1, 2013 through September 30, 2013, in the reimbursable amount of \$45,856.00 will continue vital services to frail seniors in Riverside County. These services target seniors in Riverside County that need: Title III B Personal Care and Homemaker Services; and Title III B Legal Services.

Form 11 Attachment A1 gives an overview of service providers, program and service descriptions, and total contract amounts per service provider. More descriptive information regarding the contractors and services to be performed are located in each contractor agreement under Attachment A (Scope of Work). This provides program specifications including definitions of service, unit costs if applicable, and methods of service delivery for each contractor.

These programs are funded by the Older Americans Act and Older Californians Act, and support the goals and objectives of the Office on Aging's Four-year Strategic Plan: Focusing on a Healthy Tomorrow. Our strategic plan was approved by the Office on Aging Advisory Council on March 14, 2012 and by the Board of Supervisors on May 1, 2012, Agenda Number 2.9. Our strategic plan update was approved by the Office on Aging Advisory Council in March 2013 and by the Board of Supervisors on April 30, 2013, Agenda Number 2.6.

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**SUBJECT:** Approve contract agreements with 2 contractors for FY 2013/2014 (from 07/01/2013 through 09/30/2013) covering senior services in Riverside County and allow Purchasing Agent to enter into contract amendments with Senior Service Providers.

**BACKGROUND:** (continued)

The Office on Aging respectfully requests that the Board of Supervisors allow Purchasing Agent to enter into contract amendments with Senior Service Providers to transfer funding amounts between service providers as needed, and to increase funding amounts not to exceed 10% of the aggregate budget in order to meet service needs. Approval by the Board of Supervisors of this recommended motion would allow the Office on Aging to efficiently expedite contract budget adjustments to deliver much needed services to the community in a timely manner, while minimizing the costs associated with processing Form 11's.

Total FY 2013/2014 (from 07/01/2013 through 09/30/2013) contract allocations of \$45,856.00 would allow for a maximum of \$4,586.00 in increases of funds.

The Office of County Counsel has approved these agreements as to form.

**Financial Impact:** No additional County funds requested.

<b>Office On Aging</b>				
<b>Contracts for Fiscal Year 2013-14</b>		<b>Three (3) Months Only: 07/01/2013 - 09/30/2013</b>		
<b>August 5, 2013</b>				
<b>Form 11 - Attachment A1</b>				
		<b>Acct</b>	<b>Contract</b>	
<b>Program</b>	<b>Project / Grant</b>	<b>Number</b>	<b>Amount</b>	<b>Subrecipient</b>
Title IIIB - Homemaker	OA60214FY14a	536200	15,000	Comforcare Home Care Services
Title IIIB - Personal Care	OA60103FY14a	536200	13,630	Comforcare Home Care Services
			<b>28,630</b>	
Title IIIB - Legal - Legal Assistance	OA61140FY14a	536200	17,226	Inland County Legal Services
			<b>17,226</b>	
<b>Grand Total:</b>			<b>45,856</b>	