

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

259



**FROM:** Department of Public Social Services (DPSS)

**SUBMITTAL DATE:**  
October 22, 2013

**SUBJECT:** Approval of the Amendment to Professional Services Agreement between DPSS and Family Service Association (FSA) for the Child Abuse Prevention Council [\$568,023]

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

1. Designate FSA as the County's Children's Trust Fund Council in accordance with Welfare and Institutions Code Sections 18968 through 18970;
2. Approve and authorize the Chair of the Board to sign the attached Amendment # CS-02713-01 with Family Service Association (FSA) for the period of November 1, 2013 through June 30, 2014 for \$468,023 with the option to renew for three (3) additional one-year periods for an amount not to exceed \$568,023.
3. Authorize the Director of the Department of Public Social Services (DPSS) to administer the contract.
4. Authorize the Purchasing Agent, in accordance with Ordinance No. 459, to exercise renewal options, based on the availability of fiscal funding, and to sign amendments that do not change the substantive terms of the agreement, including amendments to the compensation provision that do not exceed the annual CPI rates.

*Susan Loew*  
Susan Loew, Director

| FINANCIAL DATA  | Current Fiscal Year: | Next Fiscal Year: | Total Cost:  | Ongoing Cost: | POLICY/CONSENT<br>(per Exec. Office)  |
|-----------------|----------------------|-------------------|--------------|---------------|---|
| COST            | \$ 568,023           | \$ 568,023        | \$ 1,036,046 | \$ 0          | Consent <input type="checkbox"/> Policy <input checked="" type="checkbox"/> |
| NET COUNTY COST | \$ 0                 | \$ 0              | \$ 0         | \$ 0          |   |

|   |                               |
|---|-------------------------------|
| <b>SOURCE OF FUNDS:</b> Children's Trust Fund | <b>Budget Adjustment:</b> N/A |
|   | <b>For Fiscal Year:</b> 13/14 |

**C.E.O. RECOMMENDATION:** APPROVE  
BY: *Debra Cournoyer*  
Debra Cournoyer

**County Executive Office Signature**

**MINUTES OF THE BOARD OF SUPERVISORS**

5013 OCT 12 PM 3:55  
RECEIVED DIRECTOR OF PROFESSIONAL SERVICES

Prev. Agn. Ref.: \_\_\_\_\_ District: ALL Agenda Number: **3-54**

FORM APPROVED COUNTY COUNSEL  
 BY: *ELENA M. BOEVA* DATE: 10-1-13  
 Purchasing: *Mark Seillet* Assistant Director  
 Departmental Concurrence

- A-30
- 4/5 Vote
- Positions Added
- Change Order

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

**FORM 11:** Approval of the Amendment to Professional Services Agreement between DPSS and Family Service Association (FSA) for the Child Abuse Prevention Council

**DATE:** October 22, 2013

**PAGE:** Page 2 of 2

**BACKGROUND:**

**Summary (continued)**

Per Welfare and Institutions Code Section 18965 through 19070, the County Board of Supervisors may approve and designate a local agency as a lead agency in Riverside County for coordinating regional child abuse prevention and intervention services and provide oversight for the Children's Trust Fund.

In order to ensure transition of councils, County Purchasing executed a contract with FSA in the amount of \$100,000 to cover transition activities from July 1, 2013 through October 31, 2014. This amendment will allow for DPSS Children's Services Division to continue work with FSA on child abuse issues in Riverside County through the fiscal year, and subsequent renewal years. FSA will provide services in Riverside County for coordinating regional child abuse prevention and intervention services and provide oversight of the Children's Trust Fund Council. FSA will work with, and provide support for, existing collaborative members to foster community involvement in a geographically specific manner. FSA has set aside \$60,000 to provide financial support to the regional collaboratives.

Additionally, FSA will provide public outreach and sponsor events highlighting the recognition and prevention of child abuse and neglect as well as hold Mandated Reporter Trainings through the County. FSA will assist with the County's Community Partners Forum, which is held bi-annually to inform the community about child abuse prevention goals and outcomes.

FSA proposes to maximize funding by providing an in-kind match in the amount of \$270,970.00 for FY 13/14 (33 1/3% of total contract amount for all years). FSA is actively pursuing grant opportunities to enhance their proposed contract services.

DPSS requests that the Board of Supervisors approve the amendment with FSA to align with the requirements of the Welfare and Institutions Code.

**Impact on Citizens and Businesses**

Pursuant to W&IC 18967, money in the children's trust fund of each county shall be used to fund child abuse and neglect prevention and intervention programs.

**SUPPLEMENTAL:**

**Additional Fiscal Information**

**Contract History and Price Reasonableness**

At the Board of Supervisor's request, an RFP was released by DPSS through Riverside County Purchasing and Fleet Services, to obtain these services for Fiscal Years 2013/2014 through 2016/2017. The funding recommendation to award Family Service Association the RFP for the Child Abuse Prevention Council was granted Board of Supervisor Approval on 5/21/13 (Ref. 3.14).

RIVERSIDE COUNTY DEPARTMENT OF PUBLIC SOCIAL SERVICES  
AMENDMENT # 1  
PROFESSIONAL SERVICES AGREEMENT WITH

Family Service Association  
Child Abuse Prevention Council - Lead Agent

PROFESSIONAL  
SERVICES CONTRACT: CS-02713-01

CONTRACT TERM: November 1, 2013 through June 30, 2014

EFFECTIVE DATE  
OF AMENDMENT: November 1, 2013

MAXIMUM  
REIMBURSABLE  
AMOUNT: \$468,023.00

The agreement between the Riverside County Department of Public Social Services, hereinafter referred to as DPSS, and Family Service Association, hereinafter referred to as Contractor, is amended in the following particulars and no others:

1. On the Recitals Page, and every page thereafter, amend all references to the contract number to read:  
  
"CS-02713-01"
2. On the Recitals Page, amend Contract Term to read:  
  
"November 1, 2013 through June 30, 2014"
3. On the Recitals Page, amend Maximum Reimbursable Amount to read:  
  
"\$468,023.00"
4. Amend Section IV. Contractor Responsibilities, Subsection A. Scope of Service, #5, to read:  
  
"Provide lead administrative oversight, guidance, and financial support for all CAPC regional collaboratives. FSA must maintain a minimum of one (1) regional collaborative in each of the five (5) Riverside County Supervisorial Districts and one (1) in Blythe. If additional collaboratives are needed, FSA shall work with DPSS to identify and create those collaboratives."
5. Amend Section IV. Contractor Responsibilities, Subsection C. Fiscal, 1. Maximum Reimbursable Amount to read:  
  
"Total payment under this Contract shall not exceed \$ 468,023.00"

6. Replace Exhibit A with Attached #1, attached hereto and incorporated herein by this reference.

The undersigned, as authorized representatives of DPSS and Contractor, respectively, certify the establishment of the Amendment #1 to the Contract.

Riverside County

Family Service Association

\_\_\_\_\_  
John J. Benoit,  
Chair, Board of Supervisors

\_\_\_\_\_  
Dom Betro  
President/CEO

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

FORM APPROVED COUNTY COUNSEL

BY: *Elena M. Boeva* *10-1-13*  
ELENA M. BOEVA DATE

Family Service Association  
Line Item Budget

| <i>ITEM</i>                                     | <b>SALARIES AND BENEFITS</b>           | <b>DPSS COST</b>     |
|---|--|----------------------|
| <b>A</b>  | <b>Salaries</b>                        | \$ 178,015.11        |
| <b>B</b>  | <b>Benefits</b>                        | \$ 35,107.91         |
| <b>1. TOTAL SALARIES AND BENEFITS COSTS</b>     |  | <b>\$ 213,123.02</b> |
| <i>ITEM</i>                                     | <b>PROGRAM/ OPERATIONAL COSTS</b>      | <b>DPSS COST</b>     |
| <b>C</b>  | <b>Program / Operational Costs:</b>    | \$ 133,853.25        |
| <b>2. TOTAL PROGRAM / OPERATIONAL COSTS</b>     |  | <b>\$ 133,853.25</b> |
| <i>ITEM</i>                                     | <b>ADMINISTRATIVE / OVERHEAD COSTS</b> | <b>DPSS COST</b>     |
| <b>D.</b>                                       | <b>Other: Admin/Indirect Costs</b>     | \$ 61,046.44         |
| <b>3. TOTAL ADMINISTRATIVE / OVERHEAD COSTS</b> |  | <b>\$ 61,046.44</b>  |
| <i>ITEM</i>                                     | <b>REGIONAL COUNCIL SUPPORT</b>        | <b>DPSS COST</b>     |
| <b>E.</b>                                       | <b>Regional Council Support</b>        | \$ 60,000.00         |
| <b>4. TOTAL REGIONAL COUNCIL SUPPORT COSTS</b>  |  | <b>\$ 60,000.00</b>  |
| <b>TOTALS</b>                                   |  |                      |
| <b>1. SALARIES &amp; BENEFITS TOTAL</b>         |  | <b>\$ 213,123.02</b> |
| <b>2. PROGRAM / OPERATIONAL TOTAL</b>           |  | <b>\$ 133,853.25</b> |
| <b>3. ADMINISTRATIVE / OVERHEAD COSTS TOTAL</b> |  | <b>\$ 61,090.04</b>  |
| <b>4. REGIONAL COUNCIL SUPPORT</b>              |  | <b>\$ 60,000.00</b>  |
| <b>GRAND TOTAL</b>                              |  | <b>\$ 468,023.00</b> |
| <b>ESTIMATED IN-KIND MATCH TOTAL</b>            |  | <b>\$ 265,160.00</b> |