

FORM APPROVED COUNTY COUNSEL
BY: GREGORY P. PRIAMOS 11/3/15
DATE

PURCHASING & FLEET SERVICES
Lisa Brandl
Lisa Brandl, Director

Departmental Concurrence

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

902



FROM: Department of Public Social Services (DPSS)

SUBMITTAL DATE:
November 10, 2015

SUBJECT: Ratify and Execute Amendment # 3 to Agreement #CS-02875 with Riverside Community College District to provide Foster Parent and Kinship Provider Training for two (2) years, without seeking competitive bids. Districts All; [\$261,470 total]; [\$130,735 annually]. Federal Funding: 38.24%; State Funding: 0.38%; Realignment Funding: 60.23%; County Funding: 0.48%; Other Funding: 0.67%

RECOMMENDED MOTION: That the Board of Supervisors:

1. Ratify and Execute Amendment No. 3 #CS-02875-03 with Riverside Community College District extending the services for the period of July 1, 2015 through June 30, 2016 for an amount not to exceed \$130,735 annually, which contains the option to renew for one (1) additional year, without seeking competitive bids; and
2. Authorize the Purchasing Agent, in accordance with Ordinance No. 459, to exercise renewal options and to sign amendments that do not change the substantive terms of the Agreement, including amendments to the compensation provision that do not exceed a 10% contingency, based on the availability of fiscal funds for required services as approved to form by County Counsel.

slh

Susan von Zabern

Susan von Zabern
Director

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost:	POLICY/CONSENT (per Exec. Office)
COST	\$ 130,735	\$ 130,735	\$ 261,470	\$ 0	Consent <input type="checkbox"/> Policy <input checked="" type="checkbox"/>
NET COUNTY COST	\$ 628	\$ 628	\$ 1,256	\$ 0	
SOURCE OF FUNDS: Federal Funding: 38.24% State Funding: 0.38% County Funding: 0.48% Realignment Funding: 60.23% Other Funding: 0.67%					Budget Adjustment: No
					For Fiscal Year: FY15/16-FY16/17

C.E.O. RECOMMENDATION:

APPROVE

BY:

County Executive Office Signature

Jennifer J. Sargent
Jennifer J. Sargent

MINUTES OF THE BOARD OF SUPERVISORS

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

Prev. Agn. Ref.: 3.31 (8/05/14)

District: All

Agenda Number:

3-39

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

FORM 11: Ratify and Execute Amendment No. 3 to Agreement #CS-02875 with Riverside Community College District to provide Foster Parent and Kinship Provider Training for two (2) years, without seeking competitive bids. Districts All; [\$261,470 total]; [\$130,735 annually]. Federal Funding: 38.24%; State Funding: 0.38%; Realignment Funding: 60.23%; County Funding: 0.48%; Other Funding: 0.67%

DATE: November 10, 2015

PAGE: Page 2 of 2

BACKGROUND:

Summary

The Riverside Community College District (RCCD), on behalf of Riverside City College, provides ongoing training for all caregivers of foster children in Riverside County through the Foster and Kinship Care Education (FKCE) Program. The Foster Parent and Kinship Provider Training Program assists foster parents and relative caregivers to receive the training necessary in order to meet the needs of foster children, as well as assist licensed caregivers to receive courses necessary for them to maintain licensure from the state.

The FKCE provides all continuing education classes for licensed foster parents that are mandated by the State of California and Riverside County. The FKCE will use the Trauma Informed Parenting Skills (TIPS) curriculum, which was developed by the National Child Stress Network (NCTSN) and consists of 960 hours of workshops on topics such as attachment issues, cultural competence, encouraging responsibility, understanding temperament, and child development. In effort to meet the varied needs of Riverside County foster parents; workshops are held mornings and evening in various locations throughout Riverside County, in both English and Spanish.

DPSS negotiated the Agreement with RCCD in accordance with the California Department of Social Services (CDSS) Manual of Policies and Procedures section 23-650, paragraph 1.14, which states that contracts may be negotiated without formal advertising "for any service to be rendered by any federal, state, or local government agency, public university, public college or other public educational institution."

Impact on Residents and Businesses

These training sessions will be provided to prospective foster/adoptive families and relative caregivers throughout Riverside County to assist in meeting the needs of foster children, as well as assist licensed caregivers in receiving courses necessary for them to maintain licensure from the state.

SUPPLEMENTAL:

Additional Fiscal Information

Funding for this Agreement was budgeted through the normal County budget process. Funds for this Agreement have been allocated for the FY 15/16 budget. No budget adjustment is necessary.

Contract History and Price Reasonableness

The annual cost for this contract will be \$130,735 at a total of \$261,470 for two (2) years. This will provide a countywide total of 40 cycles of kinship training and twelve (12) sessions of CPR/First Aid training and certification during fiscal year 15/16. Each cycle of kinship training can accommodate up to ten (10) families (serving approximately 400 families during the fiscal year) and each sessions of CPR/First Aid training and certification can accommodate up to twenty (20) individuals (serving 240 individuals during the fiscal year). The cost of the TIPS training workshops is in line with the costs of comparable trainings provided through other universities. Previous amendments were initiated under the Purchasing's Agent authority for minor contract adjustments. Amendment # 3 will extend the service and increase the annual contract amount from \$117,960 to the amended amount of \$130,735.

ATTACHMENTS:

- A. SOLE SOURCE JUSTIFICATION
- B. AGREEMENT #CS-02875-03



Department of Public Social Services

Administrative Office: 4060 County Circle Drive, Riverside, CA 92503
(951) 358-3000 FAX: (951) 358-3036
www.dpss.co.riverside.ca.us

Susan von Zabern, Director

Date: September 29, 2015

From: Susan von Zabern, Director of the Department of Public Social Services (DPSS)

To: Board of Supervisors/Purchasing Agent

Via: Rabya Shengur (951) 358-5142

Subject: Sole Source Procurement; Request for Foster Parent/Kinship Training and First Aid Workshops

The below information is provided in support of my Department requesting approval for a sole source.

1. **Supplier being requested:** Riverside Community College District (RCCD), Foster and Kinship Care Education Program (FKCE)

2. **Vendor ID:** 67235

3. **Supply/Service being requested:**

- Foster parent/kinship training workshops for prospective foster/adoptive families and relative caregivers throughout Riverside County using the Trauma Informed Parenting Skills (TIPS) curriculum.
- CPR/First Aid training & certification workshops for prospective foster/adoptive families and relative caregivers throughout Riverside County.

4. **Alternative suppliers that can or might be able to provide supply/service and extent of market search conducted:**

None. There are no alternative suppliers that can provide CPR/First Aid training and certification along with workshops that utilize the TIPS curriculum for foster parent/kinship training.

5. **Unique features of the supply/service being requested from this supplier, which no alternative supplier can provide:**

As a public educational institution, RCCD has all necessary resources readily available.

Additionally, California Department of Social Services (CDSS) Regulation 23-650 allows for contracts to be negotiated without formal advertising for any services rendered by a public university, public college or other public educational institution.

6. **Reasons why my department requires these unique features and what benefit will accrue to the county:**

The FKCE provides all continuing education classes for licensed foster parents that are mandated by the State of California and Riverside County. The FKCE will use the Trauma Informed Parenting Skills (TIPS) curriculum, which was developed by the National Child Stress Network (NCTSN). In effort to meet the varied needs of Riverside County foster parents, workshops are held mornings and evening in various locations throughout Riverside County, in both English and Spanish.

7. **Period of Performance:** From: July 1, 2015 to June 30, 2017
(Total of two (2) years)

Is this an annually renewable contract? ☐ No ☒ **Yes**
Is this a fixed-term agreement: ☒ **No** ☐ Yes

The period of performance is from July 1, 2015 – June 30, 2016, with one (1) one-year renewal option.

8. **Identify all costs for this requested purchase.**

Description:	FY 15/16	FY 16/17	FY__	FY__	FY__	Total
One-time Costs: <i>program administration, kinship training workshops, and CPR/first aid training and certification</i>	\$130,735	\$130,735				\$261,470
Ongoing Costs:						
Total Costs	\$130,735	\$130,735				\$261,470

9. **Price Reasonableness:**

The annual cost for this contract will be \$130,735 at a total of \$261,470 for two (2) years. This will provide a countywide total of 40 cycles of kinship training and twelve (12) sessions of CPR/First Aid training and certification during fiscal year 15/16. Each cycle of kinship training can accommodate up to ten (10) families (serving approximately 400 families during the fiscal year) and each sessions of CPR/First Aid training and certification can accommodate up to twenty (20) individuals (serving 240 individuals during the fiscal year). The cost of the TIPS training workshops is in line with the costs of comparable trainings provided through other universities.

10. **Projected Board of Supervisor Date (if applicable):** December 8, 2015

Susan von Zubern Susan von Zubern 10/20/15
Department Head Signature Print Name Date
(or designee)

Purchasing Department Comments:

Approve

Approve with Condition/s

Disapprove

Not to exceed: \$ 131,000.00 One time Annual Amount through June 30, 2017
(Date)

Lise Brandt 11/5/15 16-384
Purchasing Agent Date Approval Number
(Reference on Purchasing Documents)

List Attachments:

- Form-11
- Agreement
- Amendment # 3

RIVERSIDE COUNTY DEPARTMENT OF PUBLIC SOCIAL SERVICES
AMENDMENT # 3
PROFESSIONAL SERVICES AGREEMENT WITH

Riverside Community College District
Foster Parent and Kinship Provider Training

PROFESSIONAL
SERVICES CONTRACT: CS-02875-03

CONTRACT TERM: July 1, 2015 through June 30, 2016

EFFECTIVE DATE
OF AMENDMENT: July 1, 2015

MAXIMUM AMOUNT: \$130,735.00

The agreement between the Riverside County Department of Public Social Services, hereinafter referred to as DPSS, and Riverside Community College District, 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-02875-03
2. Amend section C.1 "FISCAL" "MAXIMUM REIMBURSABLE AMOUNT", to read:
"Total payment under this Agreement shall not exceed \$130,735.00."

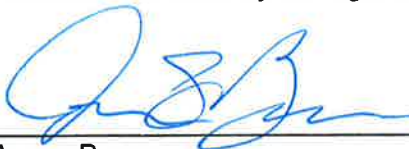
Service	Supporting Documentation	Unit Cost (per cycle)	Maximum Annual Cost
Program Administration	<ul style="list-style-type: none">• 0.5 FTE - signed time certification document• Copies of receipts or sales invoice for costs associated with the administration fees for planning, developing and operations.		\$77,935
FC Kinship Pre-Service Training Workshops	Sign-in sheets for each session must include: <ul style="list-style-type: none">• Time (beginning and end)• Date of session• Facilitator name• Topics covered or session agenda attached.	\$1400.00 (per cycle)	\$42,000
CPR/First Aid Training/ Certification	Sign-in sheets for each session must include: <ul style="list-style-type: none">• Time (beginning and end)• Date of session• Facilitator name Topics covered or session agenda attached.	\$45 (per certification)	\$10,800
TOTAL MAXIMUM ANNUAL COST			\$130,735

The undersigned, as authorized representatives of DPSS and Contractor, respectively, certify the establishment of the Amendment #3 to the Contract.

Riverside County

Riverside Community College District

Marion Ashley,
Chair, Board of Supervisors



Aaron Brown
Vice Chancellor Business and Financial Services

Date

10-20-15

Date

FORM APPROVED COUNTY COUNSEL

BY: 
ERIC STOPHER

10/20/15
DATE