

FORM APPROVED COUNTY COUNSEL  
 BY: *[Signature]* 3/11/16  
 DATE: 3/11/16  
 GREGORY P. PRIAMOS  
 Departmental Concurrence

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

717



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

**SUBMITTAL DATE:**  
 February 16, 2016

**SUBJECT:** Ratify and Approve the Fourth Amendment to Agreement CS-02827 to provide Kinship Support Services with California Family Life Center for the Kinship Support Services Program, on behalf of DPSS for one (1) year with the option to renew the Agreement for one additional one-year period. Districts All; [\$96,534 total]; County funding 31%; Realignment funding 69%.

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

1. Ratify and authorize the Chairman of the Board to sign the attached Fourth Amendment to Agreement #CS-02827 with California Family Life Center, for the period of July 01, 2015 through June 30, 2016, with an additional one (1) year renewal option, to increase the agreement by \$48,267 for a total amount not to exceed \$268,267 annually.
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.

*[Signature: Susan von Zabern]*  
 Susan von Zabern  
 Director

slh

*[Signature: Lisa Brandl]*  
 Lisa Brandl, Director  
 PURCHASING & FLEET SERVICES

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost:	POLICY/CONSENT (per Exec. Office)
COST	\$ 48,267	\$ 48,267	\$ 96,534	\$	Consent <input type="checkbox"/> Policy <input checked="" type="checkbox"/>
NET COUNTY COST	\$ 14,963	\$ 14,963	\$ 29,926	\$	

<b>SOURCE OF FUNDS:</b> Federal Funding: 0% County Funding: 31%; Realignment Funding: 69%;	State Funding: 0%; Other Funding: 0%	Budget Adjustment: No
		For Fiscal Years: 15-16-16-17

**C.E.O. RECOMMENDATION:**  
 APPROVE  
 BY: *[Signature: Jennifer L. Sargent]*  
 Jennifer L. Sargent  
 County Executive Office Signature

**MINUTES OF THE BOARD OF SUPERVISORS**

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

Prev. Agn. Ref.: 6/17/14, 3-52 | District: All | Agenda Number:

3-26

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

**FORM 11:** Ratify and Approve the Fourth Amendment to Agreement CS-02827 to provide Kinship Support Services with California Family Life Center for Kinship Support Services Program, on behalf of DPSS for one (1) year with the option to renew the Agreement for one additional one-year period. Districts All; [\$96,534 total]; County funding 31%; Realignment funding 69%.

**DATE:** February 16, 2016

**PAGE:** Page 2 of 3

**BACKGROUND:**

**Summary**

California Family Life Center (CFLC) provides community-based family support services to relative caregivers and the children placed in their homes. Their services include: responding to referrals from the Children's Services Division Investigate Services and Legal Guardianship Units to provide aftercare support to families that are entering legal guardianship to prevent Juvenile Court involvement; assisting with the completion of court documents; parenting education; kinship support groups; counseling and referral services aimed at promoting permanency, including kinship adoption and guardianship; individual and group counseling in the areas of parent/child relationships and conflict resolution; childcare; respite care services; and tutoring and homework assistance. Since the initial Agreement execution, a need for additional services has been identified. Amendment no. 4 will extend services from 150 to 200 individuals, as the demands for kinship services have surpassed the initial unit of service estimates by the Children's Services Division of DPSS. To fully capture costs associated with the additional kinship services, DPSS must make all changes effective July 1, 2015.

**Impact on Residents and Businesses**

These programs provide much needed assistance to relative caregivers and the children placed in their homes throughout Riverside County.

**SUPPLEMENTAL:**

**Additional Fiscal Information**

Funding for this agreement was budgeted through the normal County budget process from the Child Welfare Services Outcome Improvement Project (CWSOIP). Funds for this agreement have been allocated for the FY 15/16 budget. Budget adjustments are not necessary.

**Contract History and Price Reasonableness**

- On June 17, 2014, the Board of Supervisors approved and executed the one (1) year professional service agreement #CS-02827, with CFLC for \$220,000 annually, which contained the option to renew the agreement for two (2) additional one-year periods. Previous amendments were initiated under the Purchasing Agent's authority for minor agreement adjustments. Amendment no. 4 will increase the maximum reimbursable amount of the agreement from \$220,000.00 to the proposed amended amount of \$268,267.44.
- On January 27, 2014, County Purchasing released Request for Proposal (RFP) No. DPARC-320 on the Public Purchase website soliciting bids from qualified vendors to provide Kinship Support Services to Relative Caregivers and the Children placed in their homes. In response to the RFP, three (3) proposals were received from CFLC, Citadel Community Development Corporation and Olive Crest. The three (3) proposals were reviewed and deemed responsive by an evaluation team consisting of personnel from DPSS. After careful review and consideration by the proposal evaluation team, it was determined that CFLC was the most responsive and responsible bidder submitting a cost that shall not exceed \$220,000.00 annually. The other bidders proposed annual fees ranging from \$227,933.00 to \$658,437.00. The Board of Supervisors approved the award of Agreement #CS-02827 to CFLC.

**ATTACHMENTS:**

- A. AGREEMENT (3 copies)

SvZ:sc

RIVERSIDE COUNTY DEPARTMENT OF PUBLIC SOCIAL SERVICES  
AMENDMENT #4  
PROFESSIONAL SERVICES AGREEMENT WITH

California Family Life Center  
Renewal FY 16/17 Kinship Support Services Program (KSSP)

PROFESSIONAL  
SERVICES CONTRACT: CS-02827-04

AGREEMENT TERM: July 1, 2015 through June 30, 2017

EFFECTIVE DATE  
OF AMENDMENT: July 1, 2015

MAXIMUM AMOUNT: \$536,534.88

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

1. DPSS and Contractor agree to renew, extend, and modify the Agreement as stated herein, inclusive of all previously executed amendments.
2. On the Recitals Page, and every page thereafter, amend all references to the contract number to read: CS-02827-04
3. On the Recitals Page under the Agreement Term, amend dates to read: "July 1, 2015 through June 30, 2017".
4. Amend section III.A. "CONTRACTOR RESPONSIBILITIES", section 3 to read:
  3. "Provide relative caregiver services to 200 families that shall include but not be limited to the following:
    - a. Preservation services to alleviate crises that might lead to the disruption of the child's placement or entry into foster care. These services should include assistance with maintaining relative children safely in the home and other services as needed to meet multiple needs.
    - b. Support services geared toward alleviating stress to prevent a possible episode of child abuse or neglect, and connections with available resources and supportive networks.
    - c. Legal Guardianship or Adoption resource information that will assist the family with the legal process, obtain and complete the proper documents, and provide follow through to permanency for the relative child, including moving children out of foster care and into the Kinship Guardian Assistance Payment (Kin-Gap) or Kin-Gap Plus Programs or into Adoption."
5. Amend section III.C.1 "MAXIMUM REIMBURSABLE AMOUNT" to read:

1. "Total payment under this Agreement shall not exceed \$536,534.88."

6. Amend section III.C.2 "LINE ITEM COST RATE" to read:

FY 15/16

Description	Amount
<b>Salaries</b>	
Program Director	\$10,000.00
Billings	\$18,000.00
Lead Community Resource Counselors	\$150,912.00
Community Resource Counselors	\$124,808.00
Tutor/Respite, Recreation	\$12,576.00
Parent Educator/Coach	\$2,000.00
<b>Salaries Total</b>	<b>\$318,296.00</b>
<b>Benefits</b>	<b>\$97,004.00</b>
<b>Total Salaries &amp; Benefits</b>	<b>\$415,300.00</b>
<b>Operational Costs</b>	
Sub-Contractor (Professional & Consultant Services MFT)	\$62,880.00
Mileage	\$9,600.00
Telephone	\$6,480.00
Postage	\$3,600.00
Supplies	\$11,992.88
Public Relations	\$3,600.00
Family Basic Needs/Support Services	\$9,000.00
Outreach Supplies	\$11,182.00
Other/Miscellaneous	\$2,900.00
<b>Total Operating Costs</b>	<b>\$121,234.88</b>
<b>Grand Total</b>	<b>\$536,534.88</b>

7. Amend section IV.A. "EFFECTIVE PERIOD" to read:

"This Agreement is effective July 1, 2015 to June 30, 2017, with zero (0) renewal options."

The undersigned, as authorized representatives of DPSS and Contractor, respectively, certify the establishment of the Amendment #4 to the Contract.

Riverside County

California Family Life Center

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

  
\_\_\_\_\_  
Mary Jo Ramirez  
Executive Director

\_\_\_\_\_  
Date

2-10-16  
\_\_\_\_\_  
Date

FORM APPROVED COUNTY COUNSEL  
BY:  2/11/16  
ERIC STOPHER DATE

**California Family Life Center**  
**Kinship Support Services Program**  
**CS-02827-04**  
December 29, 2015

**PURPOSE:** Increase the maximum amount of the contract and the number of families served by California Family Life Center.

**CONTRACT:** CS-02827-04

**TERM:** July 1, 2015 - June 30, 2017

**MRA:** \$536,534.88

**ADDITIONAL INFORMATION:**

Amendment No. 4

- Increase the Maximum Amount to \$268,267.44 to offset increases in Counselor salaries and benefits.
- Amend section III.A. "Contractor Responsibilities" section 3, to provide relative caregiver services to 200 families.
- Renew contract term through June 30, 2017.

**CONTRACT HISTORY:**

Amendment No. 3

- Renewed the agreement for an additional term; July 01, 2015-June 30, 2016.

Amendment No. 2

- Amended III.C.2. "Line Item Cost Rate" to increase operational and salary costs.

Amendment No. 1

- Amended III.B. "Reporting" related to monthly progress reports.

**Riverside County Department of Public Social Services  
Contracts Administration Unit  
10281 Kidd Street  
Riverside, CA 92503**

**AGREEMENT:** CS-02827-043  
**CONTRACTOR:** California Family Life Center  
**AGREEMENT TERM:** July 1, 2015 - June 30, 2016  
**MAXIMUM REIMBURSABLE AMOUNT:** ~~\$220,000.00~~ 267,445,365.34.88

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WHEREAS, the County of Riverside, Department of Public Social Services, (hereinafter referred to as the "County and or "DPSS") desires to provide Kinship Support Services Program (KSSP);

WHEREAS, California Family Life Center (hereinafter referred to as the "Contractor") is qualified to provide Kinship Support Services Program (KSSP);

WHEREAS, DPSS desires California Family Life Center, to perform these services in accordance with the TERMS and CONDITIONS (T&C) attached hereto and incorporated herein by this reference. The T&C specify the responsibilities of DPSS and the Contractor;

NOW THEREFORE, DPSS and the Contractor do hereby covenant and agree that the Contractor shall provide said services in return for monetary compensation, all in accordance with the TERMS and CONDITIONS contained herein and exhibits attached hereto and incorporated herein (hereinafter referred to as an "Agreement").

Authorized Signature for County:	Authorized Signature for California Family Life Center
Printed Name of Person Signing: Jeff Stone	Printed Name of Person Signing: Rodney Walker
Title: Chair, Board of Supervisors	Title: Executive Director
Address: 4080 Lemon Street Riverside, CA 92501	Address: P.O. Box 727 Hemet, CA 92546
Date Signed:	Date Signed:

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- Exhibit A - Service Area Chart
- Exhibit B - Transportation Log
- Exhibit C- DPSS 2076A, DPSS 2076B & Instructions
- Exhibit D- Assurance of Compliance
- Exhibit E - HIPAA Business Associate Agreement

## CONTRACT TERMS AND CONDITIONS

## I. DEFINITIONS

- A. "CAU" shall mean the Contracts Administration Unit of the County of Riverside, Department of Public Social Services.
- B. "Contractor" refers to California Family Life Center and its employees, agents and representatives providing services under this Agreement.
- C. "County" shall mean the County of Riverside and its Department of Public Social Services (DPSS). For purposes of this Agreement, DPSS and County are used interchangeably.
- D. "DPSS and/or County" refers to the County of Riverside and its Department of Public Social Services, which has administrative responsibility for this Agreement.
- E. "KSSP" refers to Kinship Support Services Program.
- F. "Subcontract" refers to any contract, purchase order, or other purchase agreement, including modifications and change orders to the foregoing, entered into by the Contractor with a subcontractor to furnish supplies, materials, equipment, and services for the performance of any of the terms and conditions contained in this contract.
- G. "Subcontractor" means any supplier, vendor, or firm that furnishes supplies, materials, equipment, or services to or for the Contractor or another subcontractor.

## II. DPSS RESPONSIBILITIES

- A. Assign staff to be liaison between DPSS and the Contractor.
- B. Provide rent and utilities at the following locations:
  - 1. 371 Wilkerson Ave., Suite L, Perris, CA 92570
  - 2. 749 North State Street, Hemet, California 92543
  - 3. 21091 Rider Street, Mead Valley, CA 92570
  - 4. 46900 Monroe St., Indio, CA 92201
- C. Provide referral services aimed at promoting Kinship Guardian Assistance Payment (Kin-Gap) programs at the Family Resource Centers and via access to the Relative Warmline (1-800-303-0001).
- D. Recruit Care Givers into the Kinship Support Services Program and refer families to a variety of service programs to ensure appropriate services.
- E. Review and discuss the Contractor's quarterly reports with the KSSP program coordinator within 14 calendar days of receiving the reports.
- F. DPSS may monitor the performance of the Contractor in meeting the terms, conditions and services in this Agreement. DPSS, at its sole discretion, may monitor the performance of the Contractor through any combination of the following methods: periodic on-site visits, annual inspections, evaluations and Contractor self-monitoring.



## III. CONTRACTOR RESPONSIBILITIES

## A. The Contractor shall

1. Assign staff to be liaison between the Contractor and DPSS.
2. Provide kinship support services to residents of Riverside County who are relative caregivers. Services shall be provided throughout Riverside County and will ensure outreach to the eight Region Service Areas as outlined by zip code in the Service Area Chart, attached hereto as **Exhibit A** and incorporated herein by this reference. The eight Region Service Areas are: Blythe, Desert, Diamond Valley, Metro, Mid-County, Southwest, Valley and West Corridor. Services shall include but not be limited to the following:
  - a. Counseling to include individual and group counseling in the areas of parent/child relationships, unique issues relating to relative caregiver relationships, conflict resolution, contemporary parenting practices, enhancing coping skills related to guilt, anger, and stress reduction.
  - b. Peer support groups for relative caregivers
  - c. Parenting education
  - d. School liaison services
  - e. Information and referral services
  - f. Homework assistance
  - g. Recreational activities
3. Provide relative caregiver services to ~~450-200~~ families that shall include but not be limited to the following:
  - a. Preservation services to alleviate crises that might lead to the disruption of the child's placement or entry into foster care. These services should include assistance with maintaining relative children safely in the home and other services as needed to meet multiple needs.
  - b. Support services geared toward alleviating stress to prevent a possible episode of child abuse or neglect, and connections with available resources and supportive networks.
  - c. Legal Guardianship or Adoption resource information that will assist the family with the legal process, obtain and complete the proper documents, and provide follow through to permanency for the relative child, including moving children out of foster care and into the Kinship Guardian Assistance Payment (Kin-Gap) or Kin-Gap Plus Programs or into Adoption.
4. Provide initial client response within 24 hours of referral; a comprehensive needs-assessment to be completed at intake. At the conclusion of the services, conduct an exit interview to ensure successful termination and document in the client's case file.
5. Implement responsive case management services designed to meet the ongoing needs of relative caregivers.
6. Provide educational support services to include reviewing and checking the status of the dependents' educational progress, developing educational support plans, and serving as a liaison between the family and school when needed for support and/or advocacy.

7. Facilitate monthly support groups and workshops on issues surrounding kinship care to encourage open communication within the family, offer information about community resources for network connections, and decide the best possible permanency route for children.
8. Provide referral services to families to ensure linkage to quality support services available to relative caregivers and the children in their home.
9. Provide conflict resolution sessions with immediate and extended family members to resolve conflicts that may lead to abuse or neglect.
10. Maintain agency self-sufficiency and seek in-kind cash resources through community collaboration to leverage resources and support longevity of program services.
11. Employ staff to meet the following needs:
  - a. Program Coordinator- This individual will serve as liaison to DPSS and must possess a BA degree in Human Services or a related field and have three (3) years experience working in community-based programs. Responsibilities include:
    - i. Program oversight
    - ii. Supervision of staff
    - iii. Seeking cash or in-kind contributions
    - iv. Enlargement of volunteer pool
    - v. Collection of program management and evaluation data
    - vi. Actively identify and resolve client barriers to service, improve the choice and quality of available services, and identify service needs and gaps
  - b. Licensed Marriage and Family Therapist (MFT) or a Licensed Clinical Social Worker (LCSW) shall provide provision of individual counseling in the areas of caregiver relationships aimed at promoting permanency, including kinship adoption and guardianship; family conferencing, and parenting classes.
  - c. Community Resource Counselors (peer counselors) shall provide:
    - i. Case management services
    - ii. Facilitate support groups and provide linkage to child-care.
    - iii. School advocacy services to focus on school attendance and academic achievement. When indicated, community resource counselors will request a SST (Student Study Team) or IEP (Individualized Educational Plan) consultation for a KSSP case-managed child. Community resource counselors will attend SARB (School Attendance and Review Board) meetings as requested when a KSSP case-managed child is scheduled for review. Community resource counselors will develop an educational improvement plan and/or a school attendance improvement plan when needed.
  - d. Mentors/Tutors to provide recreational, mentoring, and tutoring services, as well as provide transportation services to KSSP clients who would otherwise be unable to participate in KSSP. Mentors/Tutors shall maintain a Transportation Log, attached hereto as **Exhibit B** and incorporated herein by this reference. All transportation for KSSP clients shall be provided by Mentors/Tutors and/or designated transporter.

- e. Provide the following community-based family support services to relative caregivers and children:
  - i. Individual parenting group and peer counseling services in the area of caregiver relationships and conflict resolution.
  - ii. Family conferences.
  - iii. Presentations to caregivers on school advocacy and support services available through schools.
  - iv. Presentations to caregivers on the legal and social importance of adoption and guardianship.
  - v. Presentations to school districts or individual schools on the needs of KSSP families.
  - vi. Transportation services for emergency, educational, and recreational activities.
- 12. Provide Kinship Satisfaction Surveys to relative caregivers. These questionnaires will be created and provided by the Contractor. Returned surveys will be retained by the Contractor and the data made available to DPSS as directed.
- 13. The two (2) main objectives of the KSSP program are:
  - a. 90% of children living in KSSP case-managed families will continue in placement through FY without disruption, or be reunified with their parents either informally or by court order through the end of the fiscal year.
  - b. 70% of voluntary cases at intake will establish a permanency plan, and be actively pursuing completion.

**B. REPORTING**

The Contractor shall submit the following reports as specified below:

**1. Monthly Progress Reports**

- a. Monthly progress reports shall be submitted to the Contracts Administration Unit at [contractreporting@riversidedpss.org](mailto:contractreporting@riversidedpss.org) no later than 7 business days after the end of the month in which the services were provided. All counts shall be unduplicated counts.

Monthly progress reports shall include, but are not limited to the following information:

- 1. Case/Child name
- 2. A Support Services and Resource Summary
- 3. Support services provided to each Relative Family member
- 4. Caregiver-Child Relationship Count
- 5. Case demographics, including, ethnicity, age, gender, primary language used in home, and service region served
- b. Submit an annual report and final progress report at the completion or termination of kinship support services.

2. Additional Reporting

- a. Submit State of California, California Department of Social Services (CDSS) biannual/annual report to the Children's Services liaison.
- b. Additional reporting requirements will include unduplicated counts of:
  - 1. Caregivers age at end of range
  - 2. Caregiver ethnicity
  - 3. Caregiver gender
  - 4. Caregiver/child relationship
  - 5. Child age at end of range
  - 6. Service Category
  - 7. Service Type
  - 8. Encounter Type
  - 9. Staff

C. FISCAL

1. MAXIMUM REIMBURSABLE AMOUNT

Total payment under this Agreement shall not exceed ~~\$220,000.00~~ 268,267.44 536,534.88.

2. LINE ITEM COST RATE

Line Item Budget

<u>Description</u>	<u>Amount</u>
<b>Salaries</b>	
Program Director	\$10,000.00
Billings	\$18,000.00
Lead Community Resource Counselors	\$150,912.00
Community Resource Counselors	\$124,808.00
Tutor/Respite, Recreation	\$12,576.00
Parent Educator/Coach	\$2,000.00
<b>Salaries Total</b>	<b>\$318,296.00</b>
<b>Benefits</b>	
<b>Total Salaries &amp; Benefits</b>	<b>\$415,304.00</b>
<b>Operational Costs</b>	
Sub-Contractor (Professional & Consultant Services MFT)	\$62,880.00
Mileage	\$9,600.00
Telephone	\$6,480.00
Postage	\$3,600.00
Supplies	\$11,992.88
Public Relations	\$3,600.00
Family Basic Needs/Support Services	\$9,000.00
Outreach Supplies	\$11,182.00
Other/Miscellaneous	\$2,900.00
<b>Total Operating Costs</b>	<b>\$121,234.88</b>

<b>Grand Total</b>	<b>\$536,534.88</b>
<b>Description</b>	<b>Amount</b>
<b>Salaries</b>	
Program Director	\$ 5,000.00
Billings	\$ 9,000.00
Lead Community Resource Counselors	\$ 67,48075,456.00
Community Resource Counselors	\$ 51,077,0062,404.00
Tutor/Respite, Recreation	\$ 6,264288.00
Parent Educator/Coach	\$ 1,000.00
<b>Salaries Total</b>	<b>\$139,821.00159,148.00</b>
<b>Benefits</b>	<b>\$ 25,586.0048,502.00</b>
<b>Total Salaries &amp; Benefits</b>	<b>\$165,407.00207,650.00</b>
<b>Operational Costs</b>	
Sub-Contractor (Professional & Consultant Services MFT)	\$ 31,320440.00
Mileage	\$ 3,492,004,800.00
Telephone	\$ 2,875,003,240.00
Postage	\$ 1,800.00
Supplies	\$ 3,455,005,996.44
Public Relations	\$ 1,800.00
Family Basic Needs/Support Services	\$ 3,000,004,500.00
Outreach Supplies	\$ 5,591.00
Other/Miscellaneous	\$ 1,260,00,450.00
<b>Total Program/Operational Operating Costs</b>	<b>\$ 54,593,0060,617.44</b>
<b>Grand Total</b>	<b>\$220,000.00268,267.44</b>

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- a. Contractor will provide the following supporting documentation along with the monthly invoice to justify invoice amounts:
  1. Payroll, Salary, and Benefits –
    - i. Payroll Register or Report; Time & Activity report Including employee names, hours, wage rate, wage amount, benefit amount, pay dates.
    - ii. Time and Activity including employee names, dates worked, hours allocated to DPSS programs.
  2. Operating Expenses – Schedule or statement of costs; Allocation basis to DPSS.
  3. Equipment
    - i. Copy of invoice or receipt
    - ii. Proof of payment
      - Include copy of check, general ledger, or credit card receipt.
  4. Mileage (as applicable) – Mileage Report; Copy of invoice or receipts. Mileage Log for DPSS Activities including employee name, dates of travel, from/to destination, miles allocated to DPSS programs, and description of business purpose.
  5. Client Purchases
    - i. Description of item

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

133



**FROM:** Department of Public Social Services

**SUBMITTAL DATE:**  
May 5, 2014

**SUBJECT:** Approve the Agreement with California Family Life Center (CFLC) for Kinship Support Services Program (KSSP) for one year with the option to renew the agreement for two additional one-year periods for DPSS via the Competitive Bidding Process [districts-all] [total cost-\$660,000] [annual cost-\$220,000] 100% Realignment Funding

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

1. Approve and execute the one year professional service agreement #CS-02827 with California Family Life Center for \$220,000 annually, which contains the option to renew the agreement for two (2) additional one-year periods; and
2. 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 von Zabern*

Susan von Zabern  
Director

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost:	POLICY/CONSENT (per Exec. Office)
COST	\$ 220,000	\$ 220,000	\$ 660,000	\$	Consent <input type="checkbox"/> Policy <input checked="" type="checkbox"/>
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$	

<b>SOURCE OF FUNDS:</b> Federal Funding: 0% State Funding: 0%; County Funding: 0%; Realignment Funding: 100%; Other Funding: 0%	Budget Adjustment: No
	For Fiscal Year: 14/15-16/17

**C.E.O. RECOMMENDATION:**

**APPROVE**

BY:

*Jennifer L. Sargent*  
Jennifer L. Sargent

County Executive Office Signature

**MINUTES OF THE BOARD OF SUPERVISORS**

**COPY**

On motion of Supervisor Benoit, seconded by Supervisor Tavaglione and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Jeffries, Tavaglione, Stone, Benoit and Ashley  
 Nays: None  
 Absent: None  
 Date: June 17, 2014  
 xc: DPSS, Purchasing

Kecia Harper-Ihem  
Clerk of the Board

By: *Kecia Harper-Ihem*  
Deputy

Prev. Agn. Ref.: 3.16 (03/26/13) | District: All | Agenda Number:

**3-52**

COUNTY OF RIVERSIDE  
 Susan von Zabern 5/21/14  
 Director

Purchasing: *Mark Seiler*  
 Mark Seiler, Assistant Director

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

**SUBMITTAL TO THE BOARD OF SUPERVISORS, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**  
**FORM 11: Approve the Agreement with California Family Life Center (CFLC) for Kinship Support Services Program (KSSP) for one year with the option to renew the agreement for two additional one-year periods for DPSS via the Competitive Bidding Process [districts-all] [total cost-\$660,000] [annual cost-\$220,000] 100% Realignment Funding**

**DATE: May 5, 2014**

**PAGE: Page 2 of 2**

**BACKGROUND:**

**Summary**

California Family Life Center provides community-based family support services to relative caregivers and the children placed in their homes. Their services include: responding to referrals from the Children's Services Division Investigative Services and Legal Guardianship Units to provide aftercare support to families that are entering legal guardianship to prevent Juvenile Court involvement; assisting with the completion of court documents; parenting education; kinship support groups; counseling and referral services aimed at promoting permanency, including kinship adoption and guardianship; individual and group counseling in the areas of parent/child relationships and conflict resolution; childcare; respite care services; and tutoring and homework assistance.

**Impact on Residents and Businesses**

These programs provide much needed assistance to relative caregivers and the children placed in their homes.

**SUPPLEMENTAL:**

**Additional Fiscal Information**

**Federal Funding: 0%; State Funding: 0%; County Funding: 0%; Realignment Funding: 100%;**

**Other Funding: 0%**

**Contract History and Price Reasonableness**

On January 27, 2014, County Purchasing released Request for Proposal (RFP) No. DPARC-320 on the Public Purchase website soliciting bids from qualified vendors to provide Kinship Support Services to Relative Caregivers and the Children placed in their homes. In addition to the release on Public Purchase, 22 vendors that provide KSSP services throughout California were also notified. In response to the RFP three proposals were received from California Family Life Center, Citadel Community Development Corporation and Olive Crest. The three (3) proposals were reviewed and deemed responsive by an evaluation team consisting of personnel from DPSS. The proposals were scored on the following criteria: overall responsiveness to the requirements of the scope of service, experience/ability, credentials, references and the overall cost.

After careful review and consideration by the proposal evaluation team, it was determined that California Family Life Center (CFLC) was the most responsive/responsible bidder submitting an annual cost that shall not exceed \$220,000.00 annually. The other bidders proposed annual cost ranged from \$227,933.00 to \$658,437.00.

Therefore, at this time the evaluation committee recommends that the Board award to California Family Life Center.

SvZ:mm