

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

320



FROM: Department of Mental Health

SUBMITTAL DATE:
June 13, 2012

SUBJECT: Approve the FY 2012/2013 renewal between the Riverside County Department of Mental Health and the National Council on Crime and Delinquency (NCCD)/Children's Research Center (CRC).
(ALL DISTRICTS)

RECOMMENDED MOTION: Move that the Board of Supervisors:

- 1) Approve the renewal to the agreement between the Riverside County Department of Mental Health and the National Council on Crime and Delinquency (NCCD)/Children's Research Center (CRC) in the amount of \$125,000 for FY 2012/2013;
- 2) Authorize the Riverside County Chairman of the Board of Supervisors to sign and execute the agreement renewal for FY 2012/2013; and
- 3) Authorize the Riverside County Purchasing Agent to increase, decrease, and/or amend this agreement for an amount not to exceed 10% of the newly Board approved agreement renewal amount of \$125,000; and annually renew this agreement through June 30, 2015. **(ALL DISTRICTS)**

On December 9, 2008, Agenda Item 3.43, the Board of Supervisors approved the Riverside County Department of Mental Health's (RCDMH) original agreement with National Council on Crime and Delinquency (NCCD)/Children's Research Center (CRC) for the period January 1, 2009 through June 30, 2012. The contract with NCCD/CRC was a sole source procurement to utilize NCCD/CRC's Structured Decision Making (SDM) tool to assist in generating greater, future participation and success for the CalWorks Welfare-To-Work Program (WTW) and its recipients. **(Continued on Page 2)**

JW:KAS

Jerry Wengerd
Jerry Wengerd, Director
Department of Mental Health

FINANCIAL DATA	Current F.Y. Total Cost:	\$125,000	In Current Year Budget:	Yes
	Current F.Y. Net County Cost:	\$ 0	Budget Adjustment:	No
	Annual Net County Cost:	\$ 0	For Fiscal Year:	2012/2013

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

C.E.O. RECOMMENDATION: APPROVE

County Executive Office Signature

BY: *Debra Cournoyer*
Debra Cournoyer

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Buster, seconded by Supervisor Stone and duly carried, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Buster, Stone and Ashley
Nays: None
Absent: Tavaglione and Benoit
Date: June 26, 2012
xc: Mental Health, Purchasing

Kecia Harper-Ihem
Clerk of the Board
By: *[Signature]*
Deputy

3.22

FORM APPROVED COUNTY COUNCIL PURCHASING
BY: *[Signature]* 6-11-12
DATE: 6-11-12
ELEMENT: BOEVA
DEPARTMENTAL CONCURRENCE

[Signature]
Mark Seller, Assistant Director
Departmental Concurrence

Policy Policy
Consent Consent
Dep't Recomm:
Per Exec. Ofc:

PAGE: 2

SUBJECT: Approve the FY 12/13 renewal between the Riverside County Department of Mental Health and the National Council on Crime and Delinquency (NCCD)/Children's Research Center (CRC).
(ALL DISTRICTS)

BACKGROUND:

On November 24, 2009, Agenda Item 3.74, the Riverside County Board of Supervisors approved the first amendment to RCDMH's contract with National Council on Crime and Delinquency (NCCD)/Children's Research Center (CRC) for FY 2009/2010. This amendment was to add employability assessment and two decision trees to the contract in order to enable RCDMH to have a comprehensive set of assessment tools based on NCCD/CRC analysis.

In collaboration with the Department of Public Social Services (DPSS), RCDMH has a contract with NCCD/CRC to conduct research, and to determine the feasibility of a risk assessment to classify GAIN participants into low, moderate, or high likelihoods of non-participation in work requirements. This project also includes development of a Family Service Evaluation to provide Employment Services Counselors with a systematic assessment process for identifying priority needs and strengths of participants to address barriers to self-sufficiency.

However, as a result of a recent NCCD/CRC analysis performed in FY 2011/2012, DPSS determined that additional components to the original analysis needed to be added. The additions are as follows: Data Collection System (DCS) Hosting and Support; completion of Validation Study; revision of the DCS; and a Post Validation six-month Outcomes Report. These additions are necessary for RCDMH to have a fully integrated and comprehensive set of assessment tools as required by DPSS funding. Therefore, RCDMH is requesting that the Board of Supervisors approve the agreement renewal with NCCD/CRC for \$125,000 to extend the contract beyond FY 2011/2012, and to make financial provisions for the additions to the assessment tools as required by DPSS funding as outlined above.

PERIOD OF PERFORMANCE:

The agreement renewal will be effective from July 1, 2012 through June 30, 2013, and may be renewed annually by the Riverside County Purchasing Agent through June 30, 2015. The agreement contains termination provisions in case of the unavailability of any Federal, State, and/or County funds.

FINANCIAL IMPACT:

The contract with NCCD/CRC will be funded through 100% CalWorks funds, which the RCDMH receives from DPSS through a previously established Memorandum of Understanding. No additional County funds are required.

PRICE REASONABLENESS:

In 1999, the State Department of Social Services issued a sole source contract with NCCD for the SDM model. Recognizing that the SDM is unique, and there is currently no competitive product on the market, the State Department of Social Services renewed its sole source contract with NCCD in 2000 and 2001. Currently, there are 28 counties in California using the SDM model. Therefore, NCCD has provided to the RCDMH the same rates provided to the State and the other 28 counties for the provision and use of the SDM and subsequent assessment tools.

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28

**FY 2012/2013
AGREEMENT RENEWAL BETWEEN
COUNTY OF RIVERSIDE AND NATIONAL COUNCIL ON CRIME AND DELINQUENCY
(NCCD)/CHILDREN'S RESEARCH CENTER (CRC)**

That certain Professional Services Agreement between the County of Riverside (COUNTY) and National Council on Crime and Delinquency (NCCD)/Children's Research Center (CONTRACTOR) originally approved by the Board of Supervisors on December 9, 2008, Agenda Item 3.43, for FY 2008/2009; renewed by the Riverside County Purchasing Agent on July 13, 2009 for FY 2009/2010; amended for the first time by the Board of Supervisors on November 24, 2009, Agenda Item 3.74, for FY 2009/2010; renewed by the Purchasing Agent on July 6, 2010 for FY 2010/2011; amended for the first time by the Riverside County Purchasing Agent on June 9, 2011 for FY 2010/2011; renewed by the Riverside County Purchasing Agent on July 5, 2011 for FY 2011/2012; and is hereby renewed for FY 2012/2013 effective July 1, 2012 and shall continue to June 30, 2013, in consideration for mutual obligations:

The agreement is hereby amended as follows:

1. Section 2 of this agreement shall be amended to read as follows:

▪ **PERIOD OF PERFORMANCE**

This Agreement shall be effective upon signature of this agreement by both parties and continue in effect through June 30, 2013, with the option to renew for two (2) years, renewable in one (1) year increments by written amendment, unless terminated earlier. CONTRACTOR shall commence performance upon signature of this Agreement by both parties and shall diligently and continuously perform thereafter.

2. Section 3.1 of this agreement shall be amended to read as follows.

▪ **COMPENSATION**

The COUNTY shall pay the CONTRACTOR for services performed, products provided and expenses incurred in accordance with the terms of Exhibit B, payment provisions. Maximum payments by COUNTY to CONTRACTOR shall not exceed One Hundred Twenty Five Thousand Dollars (\$125,000) for FY 2012/13 including all expenses. The COUNTY is not responsible for any fees or costs incurred above or beyond the contracted amount and shall have no obligation to purchase any specified amount of services or products. Unless otherwise specifically stated in Exhibit B, COUNTY shall not be responsible for payment of any of CONTRACTOR's expenses related to this Agreement.

1 3. Rescind the previous Exhibit B in its entirety, and replace it with the new, attached Exhibit B with
2 contract maximum obligation of \$125,000 for FY 2012/2013.

3
4 All other provisions of this entire Agreement shall remain unchanged and in full force and effect.

5 **IN WITNESS WHEREOF**, the Parties hereto have caused their duly authorized representatives
6 to execute this amendment.

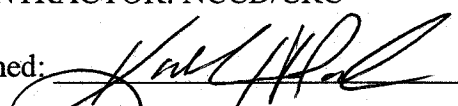
7 COUNTY ADDRESS:

8 County of Riverside
9 Board of Supervisors
10 4080 Lemon Street, 5th Floor
11 Riverside, CA 92501

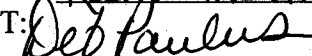
INFORMATION COPY:

County of Riverside
Department of Mental Health
P.O Box 7549
Riverside, CA 92503-7549

12 CONTRACTOR: NCCD/CRC

13 Signed: 

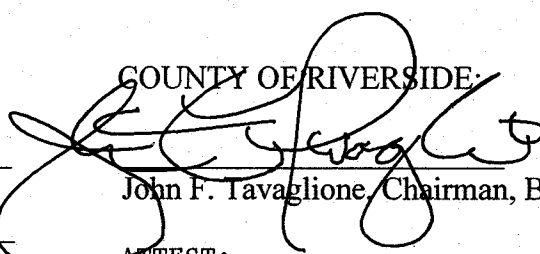
14 Print name: Katherine H. Park

15 ATTEST: 

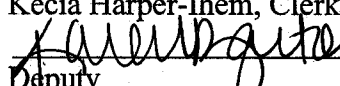
16 Date: 6-12-12

17 Title: Vice President
18 Address: 426 S. Yellowstone Drive, Ste #250
19 Madison, WI 53719

COUNTY OF RIVERSIDE:


John F. Tavaglione, Chairman, Board of Supervisors

ATTEST:

Kecia Harper-Ihem, Clerk

Deputy

20 COUNTY COUNSEL

21 PAMELA J. WALLS

22 Approved as to Form

23 By: 
24 Deputy County Counsel

JUN 26 2012 3:22

EXHIBIT "B"
PAYMENT SCHEDULE
FY 2012-2013

Task/Activity	Cost	Payment Schedule
Fiscal Year 2012-2013		Maximum \$125,000
<i>A. Web-based Data Collection System (DCS)</i>		
1. Hosting and Support (July 1, 2012-June 30, 2013)	\$37,250	20% due upon contract signing; 50% due December 1, 2012 30% due June 1, 2013
2. DCS revisions, based on changes recommended by DPSS and the validation study.	\$35,000	Invoiced monthly on a time and materials basis as work is completed.
<i>B. SDM[®] Policy & Procedures Manual</i>		
1. Revise the SDM [®] WTW Policy & Procedures Manual, based on changes recommended by the validation study.	\$11,380	20% due upon contract signing; 40% invoiced upon completion of report; 40% invoiced upon completion of revised policy & procedures manual.
<i>C. Post-validation Six-month Outcomes Report</i>	\$15,505	20% due upon contract signing; 80% due upon completion of report
<i>D. Contingency</i>	\$25,865	

**Riverside County Department of Public Social Services
Structured Decision Making[®] System for Welfare-to-Work
Scope of Work for FY 2012-2013**

**February 1, 2012
Revised February 14, 2012**

At the request of Riverside County DPSS, the Children's Research Center (CRC) has prepared the following scope of work. CRC's estimates of the activities involved in each deliverable and the cost for each are below, organized as submitted by DPSS.

Data Collection System (DCS) Hosting and Support

Services rendered will include the following:

- Co-location costs: Network connectivity, hardware, security, data backups, vendor licenses, system administration, and database administration costs.
- Help desk: Telephone and email support from CRC help desk personnel. The help desk is available during normal CRC hours (9 a.m. to 5 p.m. central) and all requests will be acknowledged within two working days.
- Bug fixes: This is a change that corrects application functionality such that it behaves in accordance with the system design specifications:
 - » Severity 1 bugs: Defined as bugs that have a potential loss of data or prevent the successful completion of an assessment. CRC will make every attempt to correct these problems within one to five working days.
 - » Lesser severity bugs: Will be handled on a quarterly basis. See below.
- Quarterly updates: Every third month from the effective date of the service contract, CRC will have the opportunity to deploy an updated version of an application. This includes ongoing maintenance and improvements to the DCS framework as well as minor language changes, typographical errors, and lesser severity bugs.
- Enhancements: Functionality outside the scope of an agreed-upon system design specification will not be covered by this maintenance agreement. Requests for enhancements should be submitted to the project/program manager for consideration.

- Data extracts: A complete export of all collected data will be provided on a daily basis. Any changes in the format of the exported data (i.e., changes that would change the import and/or analysis process) will be accompanied by a revised data dictionary.

FY 12-13 Cost = \$37,250

Completion of Validation Study

CRC will:

- Prepare report this fiscal year with six-month outcomes.
- Revise the report next fiscal year with 12-month data (no-cost extension).
- Amend the contract for this year to specify that initial report will be based on six-month data instead of nine-month data.

CRC will complete the Appraisal Screening validation study using six months of outcome data and submit the final report prior to June 30, 2012. For no additional cost, CRC will then revise this preliminary report using 12-month data and submit these findings after July 1, 2012.

CRC staff will also revise the Structured Decision Making[®] (SDM) for Welfare-to-Work Policy and Procedures Manual to include all necessary changes recommended by the validation study. CRC will provide DPSS with a PDF of the revised policy and procedures manual.

FY 12-13 Cost = \$11,380

Revision to the Data Collection System

CRC will revise the online DCS to reflect changes requested by DPSS and recommended by the validation study. These changes will include no more than two full form re-builds. CRC

will work with DPSS throughout the contract period to identify the changes most needed in the DCS and the most advantageous timing for these changes.

FY 12-13 Cost: Up to \$35,000 (To be invoiced on a time and materials basis as work is completed.)

Post-validation Six-month Outcomes Report

CRC will review the performance of the Appraisal Screening Tool after the revisions recommended by the validation study have been completed. CRC analysts will review the data to ensure that the updated Appraisal Screening Tool accurately classifies customers by their likelihood of subsequent success in maintaining participation and employment. The post-validation report will focus on a sample of customers assessed with the Appraisal Screening Tool after the validation changes were made and follow this sample for six months to observe their outcomes.

FY 12-13 Cost: \$15,505