

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

903



FROM: Department of Public Social Services

SUBMITTAL DATE:
October 27, 2015

SUBJECT: FY-2014-2017 CALWORKS ADULT EDUCATION AGREEMENT Districts All [\$825,000 total]; Federal Funding: 77.96%, State Funding: 21.11%, County Funding: 0.92%, Realignment/Other 0.01%.

CFET: Federal Funding: 83.08%, State Funding: 0%, County Funding: 16.92%

RECOMMENDED MOTION: Move that the Board of Supervisors:

1. Ratify and authorize the Purchasing Agent to sign the attached Amendment # CW-02846-02 with Riverside Unified School District, for the period of July 1, 2015 through June 30, 2016 for an amount not to exceed \$275,000.
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 10% contingency, based on the availability of fiscal funds for required services as approved to form by County Counsel.

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	\$ 825,000	\$ 800,000	\$ 2,425,000	\$ 0.00	Consent <input type="checkbox"/> Policy <input checked="" type="checkbox"/>
NET COUNTY COST	\$ 20,800	\$ 20,800	\$ 62,400	\$ 0.00	
SOURCE OF FUNDS: Federal Funding: 77.96% State Funding: 21.11%; County Funding: 0.92%; Realignment Funding: 0.01%; Other Funding (CFET): Federal Funding: 83.08% State Funding: 0.0% County Funding: 16.92%					Budget Adjustment: No
					For Fiscal Year: 15-16

C.E.O. RECOMMENDATION:

APPROVE
BY: Jennifer J. Sargent
County Executive Office Signature

MINUTES OF THE BOARD OF SUPERVISORS

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

Ayes: Jeffries, Tavaglione, Washington, Benoit and Ashley
Nays: None
Absent: None
Date: December 8, 2015
xc: DPSS, Purchasing

Kecia Harper-Ihem
Clerk of the Board
By: Kecia Harper-Ihem
Deputy

3-40

SUBMITTAL TO THE BOARD OF SUPERVISORS, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA
FORM 11: SUBJECT: FY-2014-2017 CALWORKS ADULT EDUCATION AGREEMENT Districts All
[\$825,000 total]; Federal Funding: 94.74%, State Funding: 0.0%, County Funding: 2.6%.

CFET: Federal Funding: 83.08%, State Funding: 0%, County Funding: 16.92%

DATE: October 27, 2015

PAGE: Page 2 of 3

BACKGROUND:

Summary

The Department of Public Social Services would like to expand upon the current services provided by Riverside Unified School District (Riverside Adult School). The expansion would include a pilot of onsite High School Equivalency (HSE) classes using a performance-based payment model.

The purpose of the pilot program is to improve outcomes in customer participation and HSE graduates. The pilot will provide an onsite learning experience that is characterized by increased accessibility to instructors and a cohort of built-in support. This pilot should yield an increase in positive outcomes including improved completion rates, an increase in HSE graduates, and an expansion of employment opportunities.

The onsite HSE classes will be offered at the La Sierra District Office. A total of 25 students can be accepted into the pilot onsite HSE classes. Eligibility for this pilot program will be determined solely by the Comprehensive Adult Student Assessment Systems (CASAS) reading score. Those not qualified for the pilot program will be referred to the current program and served at Riverside Adult School, including the CalFresh Employment and Training referrals.

The change to the current scope of work will include:

- The testing of customers referred by DPSS to assess the readiness to participate in the HSE pilot
- Acceptance of customers into the pilot from either the Welfare to Work (WTW) or CalFresh Employment and Training (CFET) Programs
- Utilization of the HSE practice test as an option to determine readiness to take the HSE test
- Utilization of a performance-based payment model
 - \$50 testing fee to assess the readiness of the customer
 - \$250 per section passed per customer, maximum of \$1,000 for customers who pass all 4 sections

The current Maximum Reimbursable Amount (MRA) is \$250,000.00. This will increase by \$25,000 to include the CFET participant population.

Impact on Residents and Businesses

This pilot project will increase customer service in assisting customers with obtaining their HSE and expand the locations where HSE classes are offered to our customers. This accessibility will also allow for more participation, which will increase the employability of the customers who obtain their HSE.

SUPPLEMENTAL:

Contract History and Price Reasonableness

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

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DATE: October 27, 2015

PAGE: Page 3 of 3

ATTACHMENTS (if needed, in this order):

A. CONTRACT #CW-02846-02 Riverside Unified School District

SvZ:ab

CLERK'S COPY

to Riverside County Clerk of the Board, Stop 1010
Post Office Box 1147, Riverside, Ca 92502-1147
Thank you.

RIVERSIDE COUNTY DEPARTMENT OF PUBLIC SOCIAL SERVICES
AMENDMENT # 2
PROFESSIONAL SERVICES AGREEMENT WITH
Riverside Unified School District
Adult Education Services

PROFESSIONAL
SERVICES AGREEMENT: CW-02846-02

EFFECTIVE PERIOD: July 1, 2015 through June 30, 2016

EFFECTIVE DATE
OF AMENDMENT: November 1, 2015

MAXIMUM REIMBURSABLE
AMOUNT: \$275,000.00

The Agreement between the Riverside County Department of Public Social Services, hereinafter referred to as DPSS, and Riverside Unified School District, hereinafter referred to as Contractor, is amended in the following particulars and no others:

1. DPSS and Contractor agree to 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: CW-02846-02.
3. On the Recitals Page, under Maximum Reimbursable Amount, amend amount to read "\$275,000.00".
4. On page 3, amend Section I., "DEFINITIONS", amend to read:

"A. Contractor" refers to Riverside Adult School and its employees, agents and representatives providing services under this Agreement."
5. On page 4, amend Section III., "DPSS RESPONSIBILITIES", to add the following:

"K. For pilot program only, DPSS staff will be responsible for completing and maintaining the attendance records of pilot program participants."
6. On page 5, amend Section IV. A. "SCOPE OF SERVICE", to add the following:

"13. Expand current services to include a pilot of onsite "High School Equivalency (HSE) classes using a performance-based payment model.
 - a. The onsite HSE classes will be offered at the La Sierra District Office.
 - b. A total of 25 students can be accepted into the pilot onsite HSE classes.
14. Eligibility for this pilot program will be determined solely by the Comprehensive Adult Student Assessment Systems (CASAS) reading score of 6th grade or above.

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- a. A low math score will not exclude a customer from participating in the pilot program.
 - b. Customers referred by DPSS will be tested to assess their readiness to participate in the HSE pilot program.
 - c. Customers may be accepted into the pilot program from either the Welfare to Work (WTW) or CalFresh Employment and Training (CFET) Programs.
 - d. Those not qualified for the pilot program will be referred to the current program and served at Riverside Adult School, including the CalFresh Employment and Training (CFET) referrals.
 - e. The utilization of the HSE practice test or CASAS test may be used to determine readiness to the HSE test.
15. Utilization of a performance-based payment model will be used for the pilot program.
- a. \$50 testing fee to assess the readiness of the customer.
 - b. \$250 per section passed per customer, maximum of \$1,000 for customers who pass all 4 sections."
7. On page 7, Section IV., subsection C. 1. Fiscal – Maximum Reimbursable Amount, amend to read:
- "Total payment under this Agreement shall not exceed \$275,000.00 for the period July 1, 2015 through June 30, 2016.
- WTW - \$250,000
CFET - \$25,000
8. On page 7, Section IV., subsection C. 2. Fiscal – Unit of Service Cost Rate, amend to add the following:
- "3. Costs for the pilot program will be reimbursed as specified in Section IV., subsection A.15.
9. On page 7, Section IV., subsection C. 4. Fiscal – Method, Time and Schedule Conditions of Payment, amend to read:
- a. "The claiming period for this Agreement is July 1, 2015 through June 30, 2016.
 - b. Claims for services rendered outside the pilot Agreement shall be made using DPSS Form 2076G, "Contractor Payment Request", attached hereto in Exhibit A.
 - c. Claims for services for CFET recipients shall be billed separately from services for WTW recipients using the DPSS Form 2076G.
 - d. Claims for the Pilot Program shall be billed on a separate invoice.

- e. All claims shall be submitted to DPSS Fiscal no later than two (2) calendar months after the claiming period (calendar month) in which the services were provided. All complete claims submitted on time shall be processed by DPSS within thirty (30) calendar days and forwarded to the Auditor-Controller's office for payment. Claims submitted later than two (2) calendar months from the claiming period may be denied reimbursement by DPSS. For claims denied due to this condition, DPSS will notify the Contractor via email, fax, or carrier mail correspondence.
- f. All claims for payment must be submitted along with supporting documentation that corresponds with the program services rendered for the claiming period. If the required supporting documentation is not provided, DPSS may delay payment until the information is received by DPSS.
- g. The Contractor's actual May invoice and estimated June invoice are due to DPSS no later than the first Friday in June. The Contractor's actual June invoice is due to DPSS no later than July 30th. Late invoices may be denied payment by DPSS.
- h. All actual claims shall be reconciled by DPSS at year-end. Based on the results of this reconciliation, the Contractor shall reimburse DPSS for all overpayments received or request payment for all billings due."

The undersigned, as authorized representatives of DPSS and Contractor, respectively, certify the establishment of the Amendment #2 to the Agreement.

Riverside County


Sandy Hecker,
Procurement Contract Specialist

Date

01/04/16

Riverside Unified School District


Mays Kakish
~~Deputy Superintendent~~ Chief Business Officer
~~Business Services and Governmental Relations~~

Date

12/17/2015

FORM APPROVED COUNTY COUNSEL

BY:  06/30/15
ERIC STOPHER DATE