

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

975



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

**SUBMITTAL DATE:**  
November 25, 2015

**SUBJECT:** Ratify and Execute Amendment #2 to the Sole Source Agreement #CS-2716 with San Diego State University Research Foundation Public Child Welfare Training Academy to provide New Practice Implementation for three (3) years. [All Districts], [\$1,294,812 total, 51% Federal, 16% State, 33% Realignment, 0.36% Other, 0.33% County]

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

1. Ratify and Execute Amendment No. 2 #CS-2716-02 with San Diego State University Research Foundation's Public Child Welfare Training Academy extending the services for the period of October 1, 2015 through September 30, 2016 for an amount not to exceed \$431,604 annually, which contains the option to renew for two (2) additional years; 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 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	\$ 431,604	\$ 431,604	\$ 1,294,812	\$	Consent <input type="checkbox"/> Policy <input checked="" type="checkbox"/>
NET COUNTY COST	\$ 1,424	\$ 1,424	\$ 4,272	\$	

<b>SOURCE OF FUNDS:</b> Federal Funding: 50.76% State Funding: 15.96%; County Funding: 0.33%; Realignment Funding: 32.59%; Other Funding: 0.36%	<b>Budget Adjustment:</b> No <b>For Fiscal Years:</b> FY15/16-FY18/19
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**C.E.O. RECOMMENDATION:**

APPROVE

BY:

County Executive Office Signature *Jennifer J. Sargent*

**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: *[Signature]*  
Deputy

**Prev. Agn. Ref.:** 11/05/13, 3.35 | **District:** ALL | **Agenda Number:**

**3-41**

FORM APPROVED COUNTY COUNSEL 12/1/15  
BY: *[Signature]* GREGORY P. PRIAMOS DATE  
*Lisa Brandl*  
Lisa Brandl, Director  
Departmental Concurrence  
PURCHASING & ACQUISITION SERVICES

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

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

**FORM 11:** Ratify, Approve and Execute Amendment #2 to the Sole Source Agreement #CS-2716 with San Diego State University Research Foundation Public Child Welfare Training Academy to provide New Practice Implementation for three (3) years. [All Districts], [\$1,294,812 total, 51% Federal, 16% State, 33% Realignment, 0.36% Other, 0.33% County]

**DATE:** November 25, 2015

**PAGE:** Page 2 of 3

### **Summary**

San Diego State University (SDSU) established the Public Child Welfare Training Academy (PCWTA) in July 1996 as one of five Title IV-E funded regional training academies in the State of California. PCWTA serves the five (5) counties of the Southern Region (Imperial, Orange, Riverside, San Bernardino and San Diego). In collaboration with the California Social Work Education Center (CalsWEC) and the California Department of Social Services (CDSS), PCWTA develops and delivers culturally appropriate, competency-based, in-service child welfare curricula to more than 3,000 regional public child welfare staff and child welfare-related community providers annually, with the aim of improving outcomes for children and families in the child welfare system through the reinforcement of best practice standards. Additionally, PCWTA provides the state-mandated child welfare training to Riverside County child welfare social workers.

As the State implements new programs and services and as counties identify specific training needs, PCWTA develops training curricula to assist counties with developing staff and preparing them for program and practice changes. For example, some of the recent training provided to our staff by SDSU-PCWTA includes New Core Practice Model Implementation training for expanded mental health services, coaching, appreciative inquiry and solutions-focused supervision, family networking and engagement, trauma-informed practice, screening and assessment for identification of mental health service needs, and utilization of the Case Plan Field Tool.

The attached agreement includes coaching for line workers, supervisors and managers, advanced training for social workers and supervisors in Safety Organized Practice, Commercially Sexually Exploited Children Foster Youth Awareness Training for Trainers and support for the new Simulation Training Site which facilitates the transfer of learning for new staff completing induction. It is estimated that more than 1400 staff will receive training through one or more of the training courses offered in this contract. These trainings are intended to assist staff in implementing a variety of program and practice changes to enhance our ability to effectively serve children and families who come to the attention of the Children Services Division. DPSS is currently assessing additional training needs for the latter part of the fiscal year and based on further discussions with SDSU-PCWTA, may return for approval of additional training services.

DPSS negotiated the agreement with the SDSU-PCWTA under approval number 12-569 as a Sole Source Agreement without competition in accordance with CDSS manual section 23-650, paragraph 1.14, which states that the contract 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**

All coaching and training provided through this contract will enhance customer service to residents of the County of Riverside, and is required to enable the Department to most effectively implement new approaches being adopted throughout the State.

### **Contract History and Price Reasonableness**

The State has designated SDSU as the regional PCWTA to support the training needs of county child welfare staff. The cost for these training services is based on standard university rates that are charged to all counties in our region. The cost includes an indirect cost rate of 15%, which are for expenses associated with maintaining the infrastructure of the university, along with research, instructional, and public service projects that are paid for with external funds (e.g., grants and contracts). SDSU has recently advised all counties that future training contracts will include an indirect cost rate of 25% due to cost increases within the university system that need to be allocated to all entities. Amendment No. 1 was initiated under the Purchasing's Agent authority for minor contract adjustments. Amendment No. 2 will extend the service and increase the contract amount from \$395,550 to the amended amount as noted below of \$431,604.

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

**FORM 11:** Ratify, Approve and Execute Amendment #2 to the Sole Source Agreement #CS-2716 with San Diego State University Research Foundation Public Child Welfare Training Academy to provide New Practice Implementation for three (3) years. [All Districts], [\$1,294,812 total, 51% Federal, 16% State, 33% Realignment, 0.36% Other, 0.33% County]

**DATE:** November 25, 2015

**PAGE:** Page 3 of 3

San Diego State University Research Foundation Coaching fees:

Line Workers and Supervisors: \$248,400

Coaching for Managers: \$27,600

Safety Organized Practice Training \$96,600

CSEC Foster Youth Awareness Training: \$8,625

Simulation Site Training: \$50,379

Annual Grand Total: \$431,604

**Attachment:** Attachment A. CS-2716-02

RIVERSIDE COUNTY DEPARTMENT OF PUBLIC SOCIAL SERVICES  
AMENDMENT # 2  
PROFESSIONAL SERVICES AGREEMENT WITH  
SAN DIEGO STATE UNIVERSITY RESEARCH FOUNDATION  
NEW PRACTICE IMPLEMENTATION

PROFESSIONAL  
SERVICES CONTRACT: CS-02716-02

CONTRACT TERM: October 1, 2015 through September 30, 2016

EFFECTIVE DATE  
OF AMENDMENT: October 1, 2015

MAXIMUM AMOUNT: \$431,604

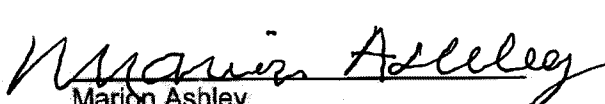
The agreement between the Riverside County Department of Public Social Services, hereinafter referred to as DPSS, and San Diego State University Research Foundation, hereinafter referred to as Contractor, is amended as follows:

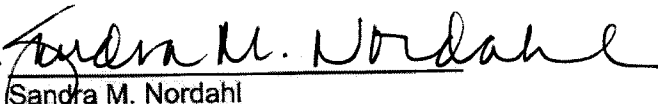
1. DPSS and Contractor agree to extend and modify the Agreement as stated herein, inclusive of all previously executed amendments.
2. On the Recitals Page, and every page thereafter, amend all references to the contract number to read: CS-02716-02
3. On the Recitals Page under Contract Term, amend dates to read:  
"October 1, 2015 through September 30, 2016"
4. Replace Exhibit A, B, C, D and E with attached Exhibit A, B and C.
5. On Page 4, Section B. FISCAL, Subsection 2, revise Item c. and add Item d.:  
  
c. "The Contractor shall submit Sign in sheet(s) along with DPSS Form 2076A, (Exhibit C), following the instructions set forth. Exhibit C is attached hereto and incorporated herein by this reference for request of all payments."  
  
"d. Each claiming period shall consist of a calendar month claiming period. Contractor Invoice estimates for May and June are due no later than the 5<sup>th</sup> of June. Actual Contractor Invoices for May and June are due no later than the 30<sup>th</sup> of July."
6. On Page 11, Amend Section V.A "GENERAL" "EFFECTIVE PERIOD", to read:  
  
"This Agreement is effective October 1, 2015 through September 30, 2016, with 2 (two) additional renewal options."

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

County of Riverside


San Diego State University Research Foundation

  
Marion Ashley,  
Chair, Board of Supervisors

  
Sandra M. Nordahl  
Director, Sr. Contracting and Compliance

DEC 08 2015  
Date

9/10/15  
Date

FORM APPROVED COUNTY COUNSEL  
BY:  10/27/15  
ERIC STORHER DATE

ATTEST:

KECIA HARPER-IHEM, Clerk

By   
DEPUTY

# New Practice Implementation Contract for Riverside County FY15/16

## Exhibit A

Coaching		
Training	Days	Description
Coaching for line workers and supervisors	144 day (Each day will consist of at least 6 hours)	Coaching to include but not limited to: Best Practice, Case Plan Field Tool, Solution Focused Questions, Engagement, Time Management, Integrating Training into Practice, etc.
Coaching for Managers	12 days (Each day will consist of at least 6 hours)	Coaching to include but not limited to: Appreciative Inquiry, Humble Inquiry, Emotional Intelligence, Managing Up, Smart Goal Perspective, etc.
Advanced Training		
Training	Days	Description
Advanced training to include SOP Module training (or other advanced trainings approved by county)	24 days (Each Day will consist of at least 6 hours)	<ul style="list-style-type: none"> <li>Advanced Training to include but not limited to: Interviewing and Assessment, Case Planning, Hotline Assessment, Safety Planning, etc.</li> <li>SOP Module Training will be taught to cohorts of 15-35 trainees. (SOP Module training is conducted in ½ day increments)</li> </ul>
CSEC Foster Youth Awareness Training for Trainers	1 day	CSEC Foster Youth Awareness training and access to CSEC Awareness Mobile App. Training to be provided to no less than 4 and no more than 8 DPSS staff.
Simulation Site		
Simulation Site	2 day Min 6 days Max	Simulation Training will be taught to cohorts of 15-35 trainees.

Exhibit B

New Practice Implementation Contract for Riverside County FY15/16

Description	Days	Cost	Total	Payment Requirement
Coaching for Line workers and Supervisors	144	\$1,725	\$248,400	Submit DPSS 2076 A along with Sign in Sheet.
Coaching for managers	12	\$2,300	\$27,600	Submit DPSS 2076 A along with Sign in Sheet.
Advanced Training to include SOP Module training (or other advanced training approved by county)	24	\$4,025	\$96,600	Submit DPSS 2076 A along with Sign in Sheet.
CSEC Foster Youth Awareness Training for Trainers	1	\$8,625	\$8,625	Submit DPSS 2076 A along with Sign in Sheet.
Simulation Site Training	Min 2 Max 6	\$50,379	\$50,379	Submit DPSS 2076 A along with Sign in Sheet.
<b>FY 15/16 Total</b>			<b>\$431,604</b>	

COUNTY OF RIVERSIDE  
DEPARTMENT OF PUBLIC SOCIAL SERVICES

CONTRACTOR PAYMENT REQUEST

Exhibit Number: C

To: Riverside County  
Department of Public Social Services  
Attn: Management Reporting Unit  
4060 County Circle Drive  
Riverside, CA 92503

From: San Diego State University Research Foundation  
Remit to Name  
5250 Campanile Drive  
Address  
San Diego CA 92182  
City State Zip Code  
San Diego State University Research Foundation  
Contractor Name  
Contract Number

Total amount requested \_\_\_\_\_ for the period of \_\_\_\_\_ 20 \_\_\_\_\_

Select Payment Type(s) Below:

☐ Advance Payment \$ \_\_\_\_\_  
(if allowed by Contract/MOU)

☐ Actual Payment \$ \_\_\_\_\_  
(Same amount as 2076B if needed)

☐ Unit of Service Payment \$ \_\_\_\_\_  
\_\_\_\_\_ # of Units) X (\$) \_\_\_\_\_  
\_\_\_\_\_ # of Units) X (\$) \_\_\_\_\_  
\_\_\_\_\_ # of Units) X (\$) \_\_\_\_\_

\_\_\_\_\_ # of Units) X (\$) \_\_\_\_\_  
\_\_\_\_\_ # of Units) X (\$) \_\_\_\_\_  
\_\_\_\_\_ # of Units) X (\$) \_\_\_\_\_

Any questions regarding this request should be directed to: \_\_\_\_\_  
Name Phone Number

I hereby certify under penalty of perjury that to the best of my knowledge the above is true and correct

\_\_\_\_\_  
Authorized Signature Title Date

FOR DPSS USE ONLY (DO NOT WRITE BELOW THIS LINE)

Business Unit (5) \_\_\_\_\_  
Account (6) \_\_\_\_\_  
Fund (5) \_\_\_\_\_  
Dept ID (10) \_\_\_\_\_  
Program (5) \_\_\_\_\_  
Class (10) \_\_\_\_\_  
Project/Grant (15) \_\_\_\_\_  
Vendor Code (10) \_\_\_\_\_

Purchase Order # (10) \_\_\_\_\_ Invoice # \_\_\_\_\_  
Amount Authorized \_\_\_\_\_  
If amount authorized is different from amount request, please explain:  
\_\_\_\_\_  
\_\_\_\_\_  
Program (if applicable) \_\_\_\_\_ Date \_\_\_\_\_  
Management Reporting Unit \_\_\_\_\_ Date \_\_\_\_\_  
Contracts Administration Unit \_\_\_\_\_ Date \_\_\_\_\_  
General Accounting Section \_\_\_\_\_ Date \_\_\_\_\_





DEPARTMENT OF PUBLIC SOCIAL SERVICES FORMS

Mailing Instructions: When completed, these forms will summarize all of your claims for payment. Your Claims Packet will include DPSS 2076A, 2076B (if required), invoices, payroll verification, and copies of canceled checks attached, receipts, bank statements, sign-in sheets, daily logs, mileage logs, and other back-up documentation needed to comply with Contract/MOU.

Mail Claims Packet to address shown on upper left corner of DPSS 2076A.  
[see method, time, and schedule/condition of payments].  
(Please type or print information on all DPSS Forms.)

DPSS 2076A  
CONTRACTOR PAYMENT REQUEST

"Remit to Name"  
The legal name of your agency.

"Address"  
The remit to address used when this contract was established for your agency. All address changes must be submitted for processing prior to use.

"Contractor Name"  
Business name, if different than legal name (if not leave blank).

"Contract Number"  
Can be found on the first page of your contract.

"Amount Requested"  
Fill in the total amount and billing period you are requesting payment for.

"Payment Type"  
Check the box and enter the dollar amount for the type(s) of payment(s) you are requesting payment for.

"Any questions regarding..."  
Fill in the name and phone number of the person to be contacted should any questions arise regarding your request for payment.

"Authorized Signature, Title, and Date (Contractor's)"  
Self-explanatory (required). Original Signature needed for payment.

EVERYTHING BELOW THE THICK SOLID LINE IS FOR DPSS USE ONLY AND SHOULD BE LEFT BLANK.

**Purchasing and Fleet Services  
Recap of Events  
Board of Supervisor Agenda**

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PCS/Buyer Name: Scott Haddon

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Title: Sr. Procurement Contract Specialist

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BOS Date: 09/22/15

Agenda Item: 092215

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RFQ/P Bid #: CS-2716-02

RFP State Mandated New Practice Implementation Training

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Bid Release Date: NA

Product Demo/Interview/Evaluation Date: NA

Bid Close Date: NA

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Bid Price Range: \$432,354.00

Period of Performance: 10/01/15 – 09/30/18

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Department(s) Affected: Department of Public Social Services

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Funding Source: Fed: 50.76%, State 15.96%, County 0.33% Realignment 32.59% Other 0.36% Financing: No

Amount to be financed: \$0.00

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Recommended Awardee(s): San Diego State University Research Foundation

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Incumbent Contractor (if any):

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Participating Departments in the evaluation: NA

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Any projected savings generated by this contract over the old contract: Not Applicable

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Potential Issues: None

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I.E. anticipated protest; disqualified response; department not participating; politically sensitive issues; evaluation scoring – award selection based on best value, not lowest price, sole source; etc.

**Summary:**

DPSS is asking the Board to approve a three (3) year extension to Agreement # CS-02716-02 with San Diego State University Research Foundation to continue to provide the State Mandated Katie A. Training.

DPSS negotiated a 10% savings with San Diego State University Research Foundation by extending the existing agreement # CS-02716-02 with a 15% Indirect Cost. All new Agreements with San Diego State University Research Foundation will be with a 25% Indirect Cost.

DPSS negotiated the agreement with the San Diego State University Public Child Welfare Training Academy (PCWTA) under approval number 12-569 as a Sole Source Agreement without competition in accordance with California Department of Social Services (CDSS) manual section 23-650, paragraph 1.14, which states that the contract 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.”