

PURCHASING & FLEET SERVICES: Lisa Brandl, Director
 Departmental Concurrence
 FORM APPROVED COUNTY COUNSEL: 3/3/16
 BY: GREGORY P. PRIAMOS
 DATE:

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

122



FROM: Department of Public Social Services (DPSS)

SUBMITTAL DATE:
March 1, 2016

SUBJECT: Approve Agreement #AA-03270 with University of California, Davis for Family Stabilization Services and Welfare to Work Staff Training, for two (2) years, without seeking competitive bids. [Districts All] [\$206,190 total]; [\$103,095 annually]; Federal Funding: 88.45%; State Funding: 11.55%.

RECOMMENDED MOTION: That the Board of Supervisors:

1. Authorize the Chairman of the Board to sign the attached Agreement #AA-03270 with University of California, Davis, upon execution of the agreement through June 30, 2016 for an amount not to exceed \$103,095 annually, which contains the option to renew the Agreement for one (1) additional one-year period, without seeking competitive bids.
2. Authorize the Purchasing Agent, in accordance with Ordinance No. 459, based on the availability of fiscal funding to: (a) sign amendments that do not change the substantive terms of the agreement; (b) sign amendments to the compensation provisions that do not exceed 10% annually, as approved by County Counsel.

slh

Susan von Zabern
 Director

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost:	POLICY/CONSENT (per Exec. Office)
COST	\$ 103,095	\$ 103,095	\$ 206,190	\$ 0	Consent <input type="checkbox"/> Policy <input checked="" type="checkbox"/>
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$ 0	
SOURCE OF FUNDS: Federal Funding: 88.45% County Funding: Realignment Funding:			State Funding: 11.55% Other Funding:		Budget Adjustment: No
					For Fiscal Year: 15/16 – 16/17

C.E.O. RECOMMENDATION:

APPROVE

BY: Jennifer L. Sargent

County Executive Office Signature

MINUTES OF THE BOARD OF SUPERVISORS

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

Ayes: Jeffries, Tavgliione, Benoit and Ashley
Nays: None
Absent: Washington
Date: March 29, 2016
xc: DPSS, Purchasing

Kecia Harper-Ison
 Clerk of the Board
 By:
 Deputy

Prev. Agn. Ref.:

District: ALL

Agenda Number:

3-26

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

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

FORM 11: : Approve Agreement #AA-03270 with University of California, Davis for Family Stabilization Services and Welfare to Work Staff Training, for two (2) years, without seeking competitive bids. [Districts All] [\$206,190 total]; [\$103,095 annually]; Federal Funding: 88.45%; State Funding:11.55%.

DATE: March 1, 2016

PAGE: Page 2 of 2

BACKGROUND:

Summary

In response to programmatic changes and ongoing training needs, DPSS is requesting training from University of California, Davis' Center for Human Services. UC Davis has developed customized training curriculum for DPSS welfare to work and Family Stabilization Services staff (new program under AB 74). The goals of the training are to provide skills and practice to support both the specialized Family Stabilization Services (AB 74) program teams and welfare to work staff. The training will include one (1) day of Supervising the Practice of Motivational Interviewing, nine (9) days of Online CalWORKs Appraisal Tool (OCAT) and Screening Questions, nine (9) days of Learning Disabilities, four (4) days of Crisis Intervention and Trauma-Informed Case Planning, four (4) days of Motivational Interviewing, and two (2) days of Working with Multi Problem Families. This is a total of twenty-nine (29) training days.

UC Davis Center for Human Services has been providing process design/management, training, and consultation services to government agencies for over thirty (30) years. UC Davis was selected to provide training because no other vendor offers customized training that is cutting edge and is in alignment with new and existing State legislation newly issued All County Letters (ACLs), and County Department Memorandums (DMs). UC Davis is the only university that offers public social services training through its Extension Program that is intensive, customized, and academically based.

DPSS negotiated the agreement with UC Davis without competition in accordance with California Department of Social Services (CDSS) Manual of Policies and Procedures section 23-650, paragraph 1.14, which states that contacts 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 provide DPSS Self-Sufficiency managers and line staff with the knowledge and tools necessary for continued implementation of programmatic changes resulting from AB 74. As a result of this training, both the Specialized Family Stabilization Program teams and the Welfare to Work staff will be able to offer high quality services and support to existing and potential DPSS clients.

SUPPLEMENTAL:

Contract History and Price Reasonableness

The total cost of providing this on-site training with customized training material to DPSS is \$103,095 annually. This includes twenty-nine (29) days of training. This equates to a net cost to DPSS of \$3,555 per each day of training. It is important to note that this training would be \$3,950 per day, but UC Davis provides a 10% match to offset costs to county human and social services agencies (resulting in DPSS net cost of \$3,555 per day). The cost per participant is \$118.50, which is in line with the average cost of other comparable trainings offered through the Department.

Additional Fiscal Information

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

ATTACHMENTS:

- A. Contract #AA-03270 University of California, Davis (4 Copies)

SvZ:ab



CENTER FOR HUMAN SERVICES
UC DAVIS EXTENSION
www.humanservices.ucdavis.edu

1632 DA VINCI COURT
DAVIS, CA 95618-4852
(530) 752-3217 Phone
(530) 754-5104 Fax

Agreement #WK-2015-48
Riverside DPSS Agreement #AA-03270

Training Services Agreement

This Agreement is entered into by and between The Regents of the University of California ("University"), on behalf of its Davis campus UC Davis Extension and County of Riverside on behalf of its Department of Public Social Services ("User").

RECITALS

WHEREAS, University is a public education institution accredited by the Western Association of Schools and Colleges, and has developed a human and social services training program ("Program,") and

WHEREAS, User wishes to obtain major skills training courses for Department of Public Social Services (DPSS) personnel who provide related services in fulfillment of their goals and objectives as set forth in Exhibit B;

NOW, THEREFORE, the parties agree as follows:

1. University shall present Program as set forth in Exhibit A.
 - a. Limit on attendance. No more than 30 persons per course session may attend without the prior written approval of the University.
 - b. Reschedule/cancel of class. If User reschedules or cancels any training class within 10 calendar days of start date, User shall pay for all expenses incurred up to the date on which University receives notice of the reschedule or cancellation.
2. Term. The term of this Agreement shall be from December 15, 2015 through June 30, 2016. All courses must be completed by June 30, 2016. At User request, a one-year contract extension will be granted upon contract addendum.
3. Termination. Either party may terminate this Agreement by giving thirty (30) days' written notice to the other party.
4. Alteration, Amendment. No alteration of the terms of this Agreement shall be valid or binding upon either party unless made in writing and signed by both parties. This Agreement may be amended at any time by mutual Agreement of the parties, expressed in writing and signed by both parties.

MAR 29 2016

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5. Fee & Payment. User shall pay University as set forth in Exhibit A. University will invoice User in arrears no more often than monthly for training completed. User shall pay University within thirty days (30) of User's receipt of University invoice. Failure to pay within thirty days may be deemed a material breach of this Agreement and good cause for termination.
6. Indemnification. Each party shall defend, indemnify and hold the other party, its officers, employees and agents harmless from and against any and all liability, loss, expense including reasonable attorneys' fees, or claims for injury or damages arising out of the performance of this Agreement but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of the indemnifying party, its officers, agents, or employees.
7. Insurance. University is self-insured under California law. University shall maintain this program of self-insurance throughout the term of this Agreement with retentions as follows:
 - a. General Liability (and professional liability) coverage with a per occurrence limit of a minimum of one million dollars (\$1,000,000).
 - b. Auto Liability including non-owned automobiles, with a minimums as follows:
 - 1) Bodily injury
 - a) Per person \$1,000,000
 - b) Per accident \$1,000,000
 - 2) Property damage \$1,000,000
 - c. Workers Compensation insurance in accordance with California state law.
 - d. Employer's Liability coverage in the amount of one million dollars (\$1,000,000).

If requested by User in writing, University shall provide, upon receipt of a fully-executed Agreement, a Certificate of Self-Insurance naming User, its officers, agents, and employees, individually and collectively as additional insured (except for Worker's Compensation Insurance) for services provided under this Agreement.

Coverage shall apply as primary insurance and any other insurance or self-insurance maintained by the User, its officers, agents, and employees should be excess only. This insurance shall not be canceled or changed without a minimum of thirty (30) days advance, written notice given to User.

8. Confidentiality of Information About Individuals. University agrees to safeguard names and addresses of individuals received through the performance of this Agreement in accordance with Welfare and Institution Code Section 10850.
9. Use of University Name. User shall not use the name of the University in any form or manner in advertisements, reports or other information released to the public without the prior written approval of University.
10. Relationship of parties. It is expressly understood and agreed that this Agreement is not intended and shall not be construed to create the relationship of agent, servant, employee, partnership, joint venture or association between the parties.

11. Notice Addresses. All notices under this Agreement shall be effective only if made in writing and delivered by personal service or by mail and addressed as follows. Either party may, by written notice to the other, change its own mailing address.

University:

Financial Services
UC Davis Extension
1333 Research Park Drive
Davis, CA 95618

User:

Riverside County
Department of Public Social Services (DPSS)
10281 Kidd Street
Riverside, CA 92503

Additional University:

Center for Human Services
UC Davis Extension
1632 DaVinci Ct
Davis, CA 95618

Additional County:

Financial documents shall be addressed to:
Riverside County
Department of Public Social Services (DPSS)
Fiscal/Management Reporting Unit
4060 County Circle Drive
Riverside, CA 92503

12. Force Majeure. In the event that performance by a party is rendered impossible by reason of strikes, lockouts, labor disputes, acts of God, governmental restrictions, regulations or other causes beyond the reasonable control of that party, performance shall be excused for a period commensurate with the period of impossibility.

University is a land-grant institution with a mission of teaching, research, public service and patient care, and it is required to recover the full cost of providing services to non-University entities such as User, and as a non-profit entity, makes no profit. Therefore, University does not have reserves from which to pay for expenditures made on behalf of User for which it is not reimbursed. In the event of a force majeure, User shall be responsible for payment of all expenses incurred to the point at which University gives or receives notice of the impossibility. If the impossibility becomes permanent, University will make best efforts to cancel or mitigate all outstanding financial commitments, and User shall be responsible for the cost of any remaining obligations.

13. Assignment. This Agreement shall be binding upon the successors and assigns of the parties. Neither party may assign the Agreement without the prior written permission of the other party.
14. Nondiscrimination. University agrees not to discriminate in the provision of service under this Agreement on the basis of race; color; religion; marital status; national origin; ancestry; sex; sexual orientation; physical or mental handicap; medical condition; political affiliation; status as a Vietnam-era veteran or disabled veteran; or, within the limits imposed by law or University regulations, because of age or citizenship. University is an affirmative action/equal opportunity employer.


- 15. Conflict of Interest. The parties to this Agreement have read and are aware of the provisions of Government Code section 1090 et seq. and section 87100 relating to conflict of interest of public officers and employees. University represents that it is unaware of any financial or economic interest of any public officer or employee of User relating to this Agreement. It is further understood and agreed that if such a financial interest does exist at the inception of this Agreement, User may immediately terminate this Agreement by giving written notice.
- 16. Waiver of Rights. No delay or failure of either party in exercising any right, and no partial or single exercise of any right, shall be deemed to constitute a waiver of that right or any other right.
- 17. Headings. The headings and captions contained in this Agreement are for convenience only, and shall be of no force or effect in construing and interpreting the provisions of this Agreement.
- 18. Severability of Terms. In the event of any conflict between any provisions of this Agreement and any applicable law, rule or regulation, this Agreement shall be modified only to the extent necessary to eliminate the conflict and the rest of the Agreement shall remain unchanged and in full force and effect.
- 19. Governing Law. The laws of the State of California shall govern this Agreement. Any legal action related to the interpretation or performance of the Agreement shall be filed only in the appropriate courts located in the County of Riverside, State of California.
- 20. Integrated Agreement. This Agreement constitutes the entire understanding between the parties respecting the subject matter contained herein and supersedes any and all prior oral or written Agreements regarding such subject matter.
- 21. Binding Effect. The parties represent and warrant that the individual(s) executing this Agreement on behalf of the parties are authorized to sign this Agreement and they have full power and authority to bind the parties to the terms of this Agreement.

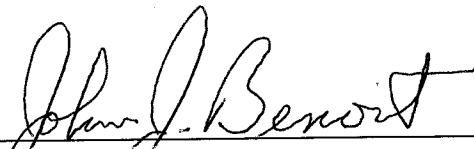
Signature page follows:

IN WITNESS WHEREOF, this Agreement has been executed as of the date first set forth above.

THE REGENTS OF THE
UNIVERSITY OF CALIFORNIA

RIVERSIDE COUNTY


By 
 Name: Paul McNeil
 Title: Dean, UC Davis Extension

By 
 Name: John J. Benoit
 Title: Chairman, Board of Supervisors

Date 1/12/2016

Date MAR 29 2016

FEIN: 94-6036494

ATTEST:
 KECKA HARPER-IHEM, Clerk
 BY 
 DEPUTY


FORM APPROVED COUNTY COUNSEL
 BY:  3/3/16 4
 ERIC STOPHER DATE

EXHIBIT A

TRAINING PROGRAM

1. 29.00 Unit(s) of training in the subject areas of family stabilization, subsidized employment, and workforce connection selected by Riverside County, DPSS from the customized UC Davis Extension curriculum outlined in Exhibit B. One training unit is equivalent to 6 hours of on-site training or one-day training session.

2. University will provide the following:
 - a. Needs assessment, curriculum planning and implementation.
 - b. Instructional and student services.
 - c. Instructional materials.
 - d. Evaluation and feedback.
 - e. Continuing education credit, if available.
 - f. Off-site training site and audio-visual equipment when on-site facility and equipment are not available. (Extra training units may be charged.)
 - g. Off-site coordination of training.
 - h. Food and non-alcoholic beverages when requested by the User in writing. (Extra training units may be charged.)
 - i. Any other items when requested by the User in writing and approved by University. (Extra training units may be charged.)

3. DPSS will provide the following:
 - a. Training facility and audio-visual equipment.
 - b. On-site coordination of training.

4. Unit of Service shall be billed at \$3,555 per day, with a total billable amount not to exceed **\$103,095.00**.
 - a. The University will be paid the actual amount of each monthly invoice for payment. Sign-in sheets shall be submitted with payment. If the required supporting documentation or actual receipts are not provided, DPSS may delay payment until the information is received by DPSS.
 - b. The University shall submit DPSS Forms 2076A (Exhibit C) following the instructions set forth on the "Instructions for Form 2076A". Exhibit C is attached hereto and incorporated herein by this reference for request of all payments.
 - c. Each claiming period shall consist of a calendar month claiming period. Contractor Invoice estimates for May and June are due no later than the 10th of June. Actual Contractor invoices for May and June are due no later than the 30th of July.

Total cost of training under this Agreement is	\$114,550.00
University's in-kind contribution	\$11,455.00
User's share of cost	\$103,095.00

Proposed UC Davis Trainings

Supervising the Practice of Motivational Interviewing (1 day onsite)

Time: 6.0 hours

Attendees: 30 - 35 Per Session (Welfare to Work and Family Stabilization Supervisors; Mental Health Supervisor) (WTW mandatory)

Purpose: This course will explain the role of shadowing and observation in supervision of motivational interviewing and crisis, explaining concepts and skills to staff, recognizing and utilizing resources to solve crises, improving feedback and coaching to staff. Provide Motivational Interviewing opportunities targeting the strengths and needs of individual staff.

Dates: TBD

OCAT and Screening Questions (9 days onsite)

Time: 3.0 Hours

Attendees: 30 – 35 Per Session (Welfare to Work Staff; Mental Health Supervisor; Mental Health Staff) (WTW mandatory)

Purpose: This course will teach staff on how to further engage the customer in difficult conversations when there is a positive response to one of the Online CalWORKs Appraisal Tool (OCAT) questions. The course should include general victim screening questions, recognizing indicators and red flags for potential victims of domestic violence, human trafficking, labor trafficking, etc. and tactics as to how to respond to these victims, and asking appropriate follow up questions to determine urgency for clinical services.

Dates: TBD

Learning Disabilities (9 days onsite)

Time: 3.0 Hours

Attendees: 30 – 35 Per Session (WTW Staff)

Purpose: This course will provide an introduction to learning disabilities. It will include types of learning disabilities, how they are diagnosed, assessment instruments and techniques used in diagnosis and accommodations especially in the work world.

Dates: TBD

Crisis Intervention and Trauma-Informed Case Planning (4 Days onsite)

Time: 6.0 Hours

Attendees: 30 – 35 Per Session (Family Stabilization and Welfare to Work Counselors; WTW Supervisors, FSS Mental Health Supervisor; FSS Mental Health staff) (WTW and FSS mandatory)

Purpose: This segment develops the skills necessary for dealing with crisis situations and ways to practice intervention techniques. Participants will learn how to develop trust and respect in work with clients and their families. Participants also learn a variety of intervention techniques and skills that will support them. The segment will cover case planning for clients in crisis and who have experienced major loss and trauma including violence and suicide, which may compromise the ability to develop and work unless their healing/grief issues are also being addressed.

1. Verbal and physical escalation
2. What precipitates crises
3. Observing and assessing the situation
4. Techniques to deal with potentially violent situations, domestic violence and suicide threats
5. Assessing future risks
6. Determining the potential for change
7. Crisis intervention by phone
8. Wellness and self-care, compassion fatigue
9. Self-protection and stress management
10. Practical application as a team

Motivational Interviewing (4 days onsite)

Time: 6.0 Hours

Attendees: 30 – 35 Per Session (Family Stabilization and Welfare to Work Counselors; WTW Supervisors; FSS Mental Health Supervisor; FSS Mental Health staff) (WTW & FSS mandatory)

Purpose: This segment will focus on motivational interviewing, which is a powerful approach to helping people make changes in their lives. Motivational interviewing is an integrated and complex set of skills and strategies based on the principles of self-sufficiency and collaboration. The segment offers opening strategies to use with clients in the early stages of the case management relationship and discusses the process of establishing and maintaining the helping relationship. It includes instruction, opportunities for reflection, practice of skills and strategies that are useful in helping clients change their lives. It focuses on strategies case managers use to establish and maintain a helping relationship with case workers and clients.

1. Motivational interviewing
2. Active listening
3. Identifying and eliciting change talk
4. Values exploration
5. Working with resistance
6. Providing feedback
7. The cycle of change

8. OARS: principles of motivational interviewing
9. Active and reflective listening practices
10. Recognizing and using change talk
11. Recognizing and responding to resistance
12. Values expressed and promoted with motivational interviewing practical application as a team.

Dates: TBD

Working with Multi Problem Families (2 days onsite)

Time: 6.0 hours

Attendees: 30 35 Per Session (FSS staff and MH staff)

Purpose: This course will also address families who may initially come to FSS with a single presenting problem but following engagement it becomes clear that the family has multiple issues and problems that need to be addressed.

1. Assess and case manage families with multiple problems and needs
2. Identify, in conjunction with the family, the specific problems to be addressed
3. A vivid discussion of the thoughts, methods and results of helping 'Multi problem families'

Also to be discussed is how to prevent worker burn out.

Dates: TBD

COUNTY OF RIVERSIDE
DEPARTMENT OF PUBLIC SOCIAL SERVICES

CONTRACTOR PAYMENT REQUEST

Exhibit C

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

From: UC Davis Extension
Remit to Name
1333 Research Park Drive
Address
Davis CA 95618
City State Zip Code
Regents of the University of California
Contractor Name

Contract Number

Total amount requested _____ for the period of _____ 20____

Select Payment Type(s) Below:

- | | |
|---|--|
| <input type="checkbox"/> Advance Payment \$ _____
(if allowed by Contract/MOU) | <input type="checkbox"/> Actual Payment \$ _____
(Same amount as 2076B if needed) |
| <input type="checkbox"/> 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)	Purchase Order # (10)	Invoice #
Account (6)	Amount Authorized	
Fund (5)	If amount authorized is different from amount request, please explain:	
Dept ID (10)	_____	_____
Program (5)	Program (if applicable)	Date
Class (10)	Management Reporting Unit	Date
Project/Grant (15)	Contracts Administration Unit	Date
Vendor Code (10)	General Accounting Section	Date

Exhibit C

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.

Date: March 10, 2016
From: Susan von Zabern, Director of the Department of Public Social Services
To: Board of Supervisors/Purchasing Agent
Via: Purchasing Agent
Subject: Sole Source Procurement: Request for Customized Training for DPSS Welfare to Work and Family Stabilization Services Staff

The below information is provided in support of my Department requesting approval for a sole source. Outside of a duly declared emergency, the time to develop a statement of work or specifications is not in itself justification for sole source.

1. **Supplier being requested:** University of California, Davis (UC Davis)
2. **Vendor ID:** 10244
3. **Supply/Service being requested:** Twenty-nine (29) days of onsite training on Supervising the Practice of Motivational Interviewing, Online CalWORKs Appraisal Tool (OCAT) and Screening Questions, Learning Disabilities, Crisis Intervention and Trauma-Informed Case Planning, Motivational Interviewing, and Working with Multi Problem Families.
4. **Alternative suppliers that can or might be able to provide supply/service and extent of market search conducted:** None. UC Davis was selected to provide training because no other vendor offers customized training that is cutting edge and is in alignment with new and existing State legislation newly issued All County Letters (ACLs), and County Department memorandums (DMs). UC Davis is the only university that offers public social services training through its Extension Program that is intensive, customized, and academically based.
5. **Unique features of the supply/service being requested from this supplier, which no alternative supplier can provide:** UC Davis combines knowledge about human services agencies, a standard of excellence associated with the University of California, extensive experience in developing human resources and a deep dedication to public social services. UC Davis has a proven track record in developing solid research based curriculums, achieving desired outcomes, and offering tips and techniques that have significant impact on staff competencies and business workflows.
6. **Reasons why my department requires these unique features and what benefit will accrue to the county:** DPSS Self-Sufficiency Division requires this training to ensure compliance with new State legislation (AB74). The training will be delivered directly to line staff and supervisors. The goals of the training are to provide skills and practice to support both the specialized Family Stabilization Services (AB 74) program teams and Welfare to Work staff.

The County will benefit from having this customized training to address our business needs. The training includes one (1) day of Supervising the Practice of Motivational Interviewing, nine (9) days of Online CalWORKs Appraisal Tool (OCAT) and Screening Questions, nine (9) days of Learning Disabilities, four (4) days of Crisis Intervention and Trauma-Informed Case Planning, four (4) days of Motivational Interviewing, and two (2) days of Working with Multi Problem Families.

7. **Period of Performance:** From: March 29, 2016 – June 30, 2016, with one (1) year renewal option.

Is this an annually renewable contract? No X Yes
 Is this a fixed-term agreement: X No Yes

8. **Identify all costs for this requested purchase. If approval is for multiple years, ongoing costs must be identified below. If annual increases apply to ongoing costs such as CPI or other contract increases, provide the estimated annual cost for each consecutive year. If the annual increase may exceed the Purchasing Agent's authority, Board approval must be obtained. (Note: ongoing costs may include but are not limited to subscriptions, licenses, maintenance, support, etc.)**

Description:	FY15-16	FY16-17	FY__	Total
One-time Costs:				
29 Days of Training	\$103,095.00	\$103,095.00		\$206,190.00
Ongoing Costs:				
Total Costs	\$103,095.00	\$103,095.00		\$206,190.00

Note: Insert additional rows as needed

9. **Price Reasonableness:** The total cost of providing this on-site training with customized training material to DPSS is \$103,095 annually. This includes twenty-nine (29) days of training. This equates to a net cost to DPSS of \$3,555 per each day of training. It is important to note that this training would be \$3,950 per day, but UC Davis provides a 10% match to offset costs to county human and social services agencies (resulting in DPSS net cost of \$3,555 per day). The cost per participant is \$118.50, which is in line with the average cost of other comparable trainings offered through the Department.

10. **Projected Board of Supervisor Date (if applicable):** March 29, 2016
 (Form 11s must accompany the sole source request for Purchasing Agent approval.)

Susan von Zabern Susan von Zabern 3/1/16
 Department Head Signature Print Name Date
 (or designee)

Purchasing Department Comments:

Approve Approve with Condition/s Disapprove
 Not to exceed: \$ 103095.00 One time Annual Amount through 6/30/17
 (Date)

Rosi Brandl 3/16/16 16-485
 Purchasing Agent Date Approval Number
 (Reference on Purchasing Documents)

List Attachments: