

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



ITEM: 3.36
(ID # 18002)

MEETING DATE:

Tuesday, January 25, 2022

FROM : OFFICE ON AGING:

SUBJECT: OFFICE ON AGING: Ratify and Approve Amendment No. 1 to the Professional Service Agreement with Special Service for Groups, Inc. for COVID-19 Outreach and Linkage Services for Isolated Asian Pacific Islander (API) Older Adults without seeking competitive bids for the period of January 1, 2021 through November 30, 2021; All Districts. [Total Cost: \$100,000; 100% Federal Funded]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Ratify and Approve Amendment No. 1 to the Professional Services Agreement with Special Service for Groups, Inc. for COVID-19 Outreach and Linkage Services for Isolated Asian Pacific Islander (API) Older Adults without seeking competitive bids to extend contract period of performance for the period of January 1, 2021 through November 30, 2021 with no change in the original contract amount of \$100,000, and authorize the Chair of the Board to sign the agreement on behalf of the County;
2. Authorize the Purchasing Agent, in accordance with Ordinance No. 459, based on the availability of fiscal funding and as approved as to form by County Counsel to sign amendments that make modifications to the scope of services that stay within the intent of the agreement; and
3. Direct the Clerk of the Board to return three (3) original agreements to the Office on Aging for further processing.

ACTION:Policy

Jewel Lee, Director of Office on Aging 12/23/2021

MINUTES OF THE BOARD OF SUPERVISORS

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

Ayes: Jeffries, Spiegel, Washington, Perez and Hewitt
Nays: None
Absent: None
Date: January 25, 2022
xc: Office on Aging

Kecia R. Harper
Clerk of the Board

By: 
Deputy

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

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$ 100,000	\$ 0	\$ 100,000	\$ 0
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$ 0
SOURCE OF FUNDS: 100% Federal Funded			Budget Adjustment:	No
			For Fiscal Year:	20/21-21/22

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

On March 4, 2020, Governor Gavin Newsom proclaimed a State of Emergency in the State of California because of the novel Coronavirus 2019 (COVID-19) and issued additional declarations and executive orders due to the ongoing nature of the emergency. As per the Director of Emergency Services Emergency Procurement Order dated March 26, 2020, the competitive bidding process was suspended for necessary goods and services immediately needed in the County of Riverside's operations for the preservation of life and property during the existence of a Local Emergency in the County of Riverside regarding COVID-19.

During emergencies the Office on Aging department works to ensure vulnerable communities within the county receive needed services for safety and resilience and as a result of the COVID-19 emergency, on April 5, 2021, Office of Aging entered into a Professional Service Agreement with Special Service for Groups, Inc. for outreach and linkage services for isolated Asian Pacific Islander (API) older adults for a period of January 1, 2021 through September 30, 2021. These services are 100% federally funded by the COVID Cares Act Fund.

Special Service for Groups, Inc., through its affiliate Asian Pacific Counseling and Treatment Centers, provides Older Americans Act Title III B Outreach, Title III B Material Aid, and Title III E Family Caregiver Support services to isolated older adults and disabled persons within the API community.

This Amendment No. 1 to the Professional Services Agreement before the Board seeks to extend the period of performance from September 30, 2021 out through November 30, 2021 and replace the prior Exhibit B: Payment Provisions in order to reallocate funds among existing service type line items.

Impact on Residents and Businesses

Outreach and linkage services for isolated Asian Pacific Islander older adults is instrumental and will aid with the resilience of County communities.

Additional Fiscal Information

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

This Amendment No 1. extends the period of performance and reallocates the original contract funds among existing services type items only. No additional funds are required. The original contract amount of \$100,000 was 100% funded by the COVID CARES Act.

Contract History and Price Reasonableness

The requested service was initiated as a result of the COVID-19 pandemic. As per the Director of Emergency Services Emergency Procurement Order dated March 26, 2020, the competitive bidding process was suspended for necessary goods and services immediately needed in the County of Riverside's operations for the preservation of life and property during the existence of a Local Emergency in the County of Riverside regarding COVID-19. As such, the original Professional Service Agreement with Special Service for Groups, Inc. for COVID-19 Outreach and Linkage Services for Isolated API Older Adults was executed in the amount of \$100,000 covering the period of January 1, 2021 through September 30, 2021.

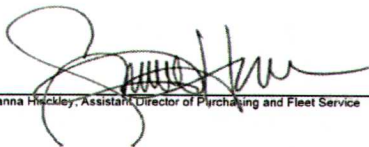
This Amendment No 1 (Purchasing Approved SSJ# 152284497) seeks Board approval due to the rescinding of the Emergency Procurement Order on May 12, 2021 and this amendment extending the contract period performance out through November 30, 2021.

ATTACHMENTS:

ATTACHMENT A. Amendment No. 1 to Professional Service Agreement with Special Service for Groups, Inc.

ATTACHMENT B. Single Source Justification (SSJ# 152284497)

ATTACHMENT C. Order of the County Executive Officer as Director Of Emergency Services Rescinding Emergency Procurement Order


Suzanna Heckley, Assistant Director of Purchasing and Fleet Service

1/12/2022


Brianna Lontajo, Principal Management Analyst

1/19/2022


Gregory L. Priarios, Director County Counsel

1/13/2022

COUNTY OF RIVERSIDE
AMENDMENT NO. 1 TO THE PROFESSIONAL SERVICE AGREEMENT
WITH
SPECIAL SERVICE FOR GROUPS, INC.

Original Contract Term:	01/01/2021 through 09/30/2021
Contract Term Extended To:	November 30, 2021
Effective Date of Amendment:	10/01/2021
Original Annual Maximum Contract Amount:	\$100,000
Amended Annual Maximum Contract Amount:	Not Applicable
Contract ID:	PSA-0002592

This First Amendment to the Professional Service Agreement for COVID-19 Outreach and Linkage Services for Isolated Asian Pacific Islander (API) Older Adults (herein after referred to as "First Amendment") is made and entered into by the County of Riverside, a political subdivision of the state of California ("COUNTY") and Special Service for Groups, Inc., a California nonprofit corporation ("CONTRACTOR"), sometimes collectively referred to as the "Parties" or individually referred to as a "Party."

WHEREAS, the COUNTY and CONTRACTOR entered into that certain Professional Services Agreement for COVID-19 Outreach and Linkage Services for Isolated Asian Pacific Islander (API) Older Adults, executed April 5, 2021 and effective January 1, 2021, ("herein referred to as "Agreement"); and

WHEREAS, the Parties now desire to amend the Agreement to extend the period of performance, update Exhibit A, and replace Exhibit B.

NOW, THEREFORE, the Parties agree as follows:

- 2.1 Period of Performance:** Delete the first sentence in its entirety and replace with the following: "This Agreement shall be effective upon January 1, 2021 ("Effective Date") and continues in effect through November 30, 2021, unless terminated earlier."
- Exhibit A (Scope of Services) section II(A)(2):** replace "September 30, 2021" with "November 30, 2021."
- Exhibit B (Payment Provisions):** is deleted in its entirety and replaced with Exhibit B-1, attached hereto and incorporated by reference.
- All other terms and conditions of the Agreement not modified herein shall remain unchanged.

[Signature page follows]

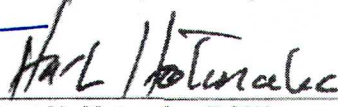
COUNTY OF RIVERSIDE
AMENDMENT NO. 1 TO THE PROFESSIONAL SERVICE AGREEMENT
WITH
SPECIAL SERVICE FOR GROUPS, INC.

IN WITNESS WHEREOF, the Parties hereto have caused their duly authorized representatives to execute this First Amendment.

COUNTY OF RIVERSIDE, a political
subdivision of the State of California

SPECIAL SERVICE FOR GROUPS, INC.,
a California nonprofit corporation

By: 
JEFF HEWITT
Chair, Board of Supervisors

By: 
Herbert K. Hatanaka, DSW
CEO, Secretary, & Executive Director

Dated: JAN 25 2022

Dated: 12-20-21

APPROVED AS TO FORM:

Gregory P. Priamos
County Counsel -

By: 
Esen Sainz,
Deputy County Counsel

ATTEST:

KECIA R. HARPER, Clerk

By: 
DEPUTY



EXHIBIT B-1 PAYMENT PROVISIONS

Riverside County Office on Aging Service Provider Budget Allocation Summary



COVID-19 EMERGENCY CONTRACT
Fiscal Year 2020/2021 to Fiscal Year 2021/2022
January 1, 2021 to November 30, 2021
SPECIAL SERVICE FOR GROUPS, INC.
Amendment No. 1

Project Grant	Funded Program	Service Unit Reporting Description	CFDA #	Number of Units	Unit Rate	Federal Funding	RCOoA Maximum Obligation
OA10119FY21B / OA10119FY22B	Title IIIB: Outreach	1 Contact	93.044	380	\$30	\$11,400	\$11,400
OA10119FY21B / OA10119FY22B	Title IIIB: Public Information	1 Activity	93.044	0	\$100	\$0	\$0
OA10119FY21B / OA10119FY22B	Title IIIB: Case Management	1 Hour	93.044	886	\$50	\$44,288	\$44,288
OA10119FY21B / OA10119FY22B	Title IIIB: Cash / Material Aid	1 Assistance	93.044	97	\$250	\$24,166	\$24,166
OA10119FY21B / OA10119FY22B	Title IIIB: Transportation	1 One Way Trip	93.044	143	\$3.33	\$475	\$475
OA10119FY21B / OA10119FY22B	Title IIIB: Assisted Transportation	1 One Way Trip	93.044	13	\$15.38	\$195	\$195
OA10119FY21B / OA10119FY22B	Title IIIB: Information & Assistance	1 Contact	93.044	379	\$45	\$17,055	\$17,055
OA10119FY21B / OA10119FY22B	Title IIIB: Mental Health	1 Hour	93.044	3	\$45	\$134	\$134
				1900	TITLE IIIB SUBTOTAL		\$97,713
OA72019FY21B / OA72019FY22B	Title IIIE: Caregiver Information & Assistance	1 Contact	93.052	13	\$45	\$585	\$585
OA72019FY21B / OA72019FY22B	Title IIIE: Assistive Devices for Caregiving	1 Device	93.052	21	\$80	\$1,702	\$1,702
				34	TITLE IIIE SUBTOTAL		\$2,287
INITIAL ALLOCATION TOTAL						\$100,000	
MAXIMUM OBLIGATION TOTAL						\$100,000	

ATTACHMENT B



Use this form to submit a single or sole source requisition for review by your Buyer and/or Procurement Contract Specialist. All procurements valued \$5,000 or more must seek competitive bids from a minimum of three suppliers, or the expectation that three or more suppliers will respond, or be justified by a Single/Sole Source. All purchases exceeding \$50,000 require a formal public bid. Procurement's may not be artificially segregated to lesser dollar amounts for the purpose of bypassing this requirement.

Sole/Single Source service requests that are greater than \$50,000 require additional Board of Supervisors approval.

Supplier Details

Vendor Special Service for Groups Inc
Fulfillment Address Other-NonProfit - Services: (preferred)
 905 E 8th St
 Los Angeles, California 90021 United States
Vendor Phone +1 213-553-1800

Distribution
 The system will distribute purchase orders using the method(s) indicated below.
 Check this box to customize order distribution information.

Email (HTML Body) eberger@ssg.org
Contract

Background Information

Please indicate if this is a single or sole source below

Single Source

Have you previously requested and received approval for a sole/single source request for this vendor for your department?

No

If selected "yes", please provide the approved SSJ# below

SSJ#

If selected "yes", was the request approved for a different project?

Purchase Details

1. Supply/Service being requested:

COVID-19 Outreach and Linkage Services for Isolated Asian Pacific Islander (API) Older Adults.

2. Unique features of the supply/service being requested from this supplier, which no alternative supplier can provide:

Provider is uniquely positioned through its culturally competent bilingual staff and network of culturally specific community resources to provide targeted outreach efforts to Asian Pacific Islander (API) older adults in the Chinese, Korean, Filipino, Vietnamese, Thai, and Laotian communities in Riverside County.

3. Reasons why my department requires these unique features and what benefit will accrue to the county:

Special Service for Groups, Inc., through its affiliate Asian Pacific Counseling and Treatment Centers, provides Older Americans Act Title III B Outreach, Title III B Material Aid, and Title III E Family Caregiver Support services to isolated older adults and persons with disabilities within the Asian Pacific Islander (API) community.

4. Period of Performance From: 01/01/2021
Period of Performance To: 11/30/2021

Is this an annually renewable contract or is it fixed term?

Fixed Term

5. Price Reasonableness:

The requested service was initiated as a result of the COVID-19 pandemic. As per the Director of Emergency Services Emergency Procurement Order dated March 26, 2020, the competitive bidding process was suspended for necessary goods and services immediately needed in the County of Riverside's operations for the preservation of life and property during the existence of a Local Emergency in the County of Riverside regarding COVID-19.

Projected Board of Supervisor Date (if applicable): 1/11/2022

Commodity Code 95240

Current Year Cost

6. Identify all costs for this requested purchase.

You do not need to include previous fiscal year amounts. 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.

Describe all current fiscal year costs associated with this procurement in the box below. Insert all one time costs associated with this project in the table below.

FY 21/22 - \$0

Insert all current fiscal year costs in the table below. Label the 'description' as the item that is being purchased.

Current FY Costs

Description	Price
Outreach and Linkage Services	0.00

Enter all additional FY costs in the table below. Only enter one fiscal year cost per line and identify the fiscal year that it pertains to. Fiscal year is from 7/1/00 to 6/30/00.. Example : FY 18/19 \$200

FY

FY

FY

FY

FY

Additional FY Cost

Describe all additional costs associated with this procurement in the box below. Include the dollar amounts for subsequent fiscal years if it differs from above.

The total contract amount already executed and entered into between the parties on April 5, 2021, without competition and pursuant to the Director of Emergency Services Emergency Procurement Order dated March 26, 2020, was \$100,000. There are no additional funds being requested with this Amendment No. 1.

Current Year Cost Total: 0.00

Supporting Documentation

If this request is for professional services, attach the service agreement to this sole source request. The Purchasing Agent, or designee, is the signing authority for agreements unless the service is exempted by Ordinance 459, Board delegated authority or by State law.

Additional supporting documentation includes:

- Previously approved SSJ's
- other

For all other requests, attach the vendor's cost proposal

Internal Attachments

Purchasing Approval

This section to be filled out by Purchasing Management only upon approval.	Approved by	Date Approved	Sole Source Number	Approval Conditions/Comments
	Suzanna Hinckley	12/27/2021		

Total 0.00

ATTACHMENT C

ORDER OF THE COUNTY EXECUTIVE OFFICER AS DIRECTOR OF EMERGENCY SERVICES RESCINDING EMERGENCY PROCUREMENT ORDER

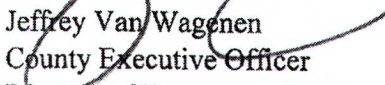
EFFECTIVE DATE OF ORDER: MAY 12, 2021

UNDER THE AUTHORITY OF CALIFORNIA GOVERNMENT CODE SECTIONS 8610, 8630, 8634, AND 8665; AND RIVERSIDE COUNTY CODE SECTIONS 442 AND 533.6:

EFFECTIVE IMMEDIATELY, pending further Order of the County Executive Officer as Director of Emergency Services, the following will be in effect for the County of Riverside (hereinafter the "County"):

1. By way of this Order, the County Executive Officer as Director of Emergency Services for the County of Riverside **HEREBY RESCINDS THE FOLLOWING ORDER**:
 - a. The **March 26, 2020** Order of the County Executive Officer as Director of Emergency Services Suspending the Competitive Bidding Process for Emergency Procurements.
2. Copies of this Order shall promptly be: (1) made available at the County of Riverside Clerk of the Board located at 4080 Lemon Street, 1st Floor, Riverside, CA 92501; (2) posted on the County of Riverside's website (cob@rivco.org); and (3) provided to any member of the public requesting a copy of this Order.

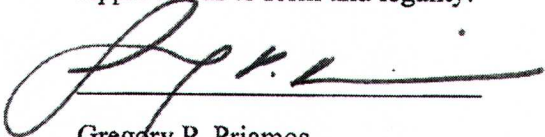
IT IS SO ORDERED:



Jeffrey Van Wagenen
County Executive Officer
Director of Emergency Services
County of Riverside

Dated: May 12, 2021

Approved as to form and legality:



Gregory P. Priamos
County Counsel
County of Riverside

Dated: May 12, 2021

ATTACHMENT A