

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



ITEM: 3.16  
(ID # 18913)

**MEETING DATE:**

Tuesday, May 17, 2022

**FROM :** PUBLIC SOCIAL SERVICES:

**SUBJECT:** DEPARTMENT OF PUBLIC SOCIAL SERVICES: Ratify and Approve Amendment No. 01 to Agreement DPSS-0002367 with Knotts Family Agency, Inc. for COVID-19 Foster Care Temporary Emergency Placement Services effective January 1, 2022 through June 30, 2022; All Districts. [Total Cost \$250,000; up to \$50,000 in additional compensation - 100% General Fund]

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

1. Ratify and Approve Amendment No. 01 to Agreement DPSS-0002367 with Knotts Family Agency, Inc. for COVID-19 Foster Care Temporary Emergency Placement Services, effective January 1, 2022 through the current termination date of June 30, 2022, to increase the total Agreement amount by \$165,400 from \$84,600 to \$250,000; and authorize the Chair of the Board to sign the Amendment on behalf of the County; and
2. Authorize the Purchasing Agent, in accordance with Ordinance 459, based on the availability of funding, and as approved as to form by County Counsel to: (a) sign amendments that make modifications to the statement of work that stay within the intent of the agreement; and (b) sign amendments to the compensation provisions that do not exceed 20% of the annual total cost of the agreement.

**ACTION:Policy**

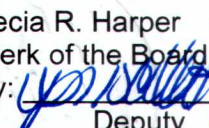
  
Sayori Baldwin, DPSS Director 4/27/2022

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**MINUTES OF THE BOARD OF SUPERVISORS**

On motion of Supervisor Jeffries, seconded by Supervisor Perez 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: May 17, 2022  
xc: DPSS

Kecia R. Harper  
Clerk of the Board  
By:   
Deputy

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STATE OF CALIFORNIA**

<b>FINANCIAL DATA</b>	<b>Current Fiscal Year:</b>	<b>Next Fiscal Year:</b>	<b>Total Cost:</b>	<b>Ongoing Cost</b>
<b>COST</b>	\$250,000	\$0	\$250,000	\$0
<b>NET COUNTY COST</b>	\$250,000	\$0	\$250,000	\$0
<b>SOURCE OF FUNDS: 100% General Fund</b>			<b>Budget Adjustment:</b>	No
			<b>For Fiscal Year:</b>	21/22

**C.E.O. RECOMMENDATION:** Approve

**BACKGROUND:**

**Summary**

The Department of Public Social Services (DPSS) Children's Services Division (CSD) has an increased need to provide Temporary Emergency Placement (TEP) for children and Non-Minor Dependents (NMDs) who have been exposed to, present symptoms of, and /or tested positive for COVID-19. On April 19, 2021, DPSS entered into Agreement DPSS-0002367 with Knotts Family Agency, Inc. to provide four (4) fully licensed Temporary Emergency Placement beds for children and NMDs during their COVID-19 designated quarantine period until a suitable placement is determined. CSD received an increased number of COVID-19 cases resulting from the Delta and Omicron variants, especially among sibling sets, that has utilized the budget for this Agreement and hence requires the increase of the budgeted amount for the current fiscal year.

DPSS recommends the approval of the additional budget to ensure the availability of COVID-19 TEP beds for placement of children/NMDs to provide immediate and specialized care.

**Impact on Residents and Businesses**

The COVID-19 TEP Agreement serves to enhance placement services and achieve the department goal of providing safety and care to children/NMDs who have been exposed to, presented symptoms of, and /or tested positive for COVID-19.

**Additional Fiscal Information**

The total annual payments to providers shall not exceed:

<b>YEAR PERIOD</b>	<b>ORIGINAL BUDGET</b>	<b>AMENDED BUDGET</b>
Fiscal Year 2021 - 2022	\$ 84,600	\$250,000
<b>Total</b>	<b>\$ 84,600</b>	<b>\$250,000</b>

These services were budgeted through the Countywide budget process. Funds are within the current budget and no budget adjustment is required.

**Contract History and Price Reasonableness**

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The Purchasing Department on behalf of DPSS issued Request for Qualifications (RFQ) #RIVCO-2020-DPARC-588 for COVID-19 Temporary Emergency Placement for Children/Non-Minor Dependents. The RFQ was released on September 15, 2020 and closed on April 16, 2021. The RFQ notification was viewed by 21 vendors but no responses were received.

In accordance with Ordinance 459.6, Section 7, Category II Exceptions – item C, DPSS contracted with Knotts Family Agency, Inc. for COVID-19 Temporary Emergency Placement for Children/NMDs, Agreement DPSS-0002367, via Emergency Procurement executed on April 19, 2021, and effective through June 30, 2022.

Amendment No. 01 increases the budget for this Agreement to accommodate all placement requests for COVID-19 cases for children/NMDs.

**ATTACHMENTS:**

- **ATTACHMENT A:** DPSS-0002367 Amendment No. 01

  
Suzanna Hackley, Assistant Director of Purchasing and Fleet Service

4/28/2022

  
Eleanora Lontajo, Principal Management Analyst

5/11/2022

  
Cynthia M. Gurzel, Chief Deputy County Counsel

5/3/2022

RIVERSIDE COUNTY DEPARTMENT OF PUBLIC SOCIAL SERVICES  
 AMENDMENT NO. 01 TO THE  
 AGREEMENT DPSS-0002367-01 WITH  
 KNOTTS FAMILY AGENCY, INC.

COVID-19 FOSTER CARE TEMPORARY EMERGENCY PLACEMENT SERVICES

AGREEMENT: DPSS-0002367

PERIOD OF PERFORMANCE: April 19, 2021 through June 30, 2022

EFFECTIVE DATE OF AMENDMENT: January 1, 2022

ORIGINAL MAXIMUM REIMBURSABLE AMOUNT: \$ 84,600

AMENDED MAXIMUM REIMBURSABLE AMOUNT: \$ 250,000

This Amendment No. 01 to Agreement DPSS-0002367 for COVID-19 Foster Care Temporary Emergency Placement Services, is made by and between the County of Riverside, a political subdivision of the State of California, on behalf of its Department of Public Social Services (DPSS), hereinafter referred to as COUNTY, and Knotts Family Agency, Inc., a California nonprofit corporation, hereinafter referred to as CONTRACTOR.

**WHEREAS**, COUNTY and CONTRACTOR previously entered into that certain Agreement # DPSS-0002367 for COVID-19 Foster Care Temporary Emergency Placement Services, effective April 19, 2021 through June 30, 2022;

**WHEREAS**, DPSS and CONTRACTOR desire to amend Schedule A of the Agreement to increase the maximum annual amount for Fiscal Year 2021/2022, and;

**WHEREAS**, Section 42 of the Agreement allows for modifications by written amendment signed by both parties

**NOW THEREFORE**, in consideration of their mutual covenants, COUNTY and CONTRACTOR agree to amend the Agreement according to the terms and in the manner set forth herein:

- Recitals.** The recitals set forth above are true and correct and incorporated herein by this reference.
- Amend Schedule A, "Payment Provisions" Subsection A.1. "MAXIMUM AMOUNTS - ANNUAL AND AGGREGATE TOTALS."** Delete Section A.1. in its entirety and replace with the following:

"The total annual payments to CONTRACTOR for COVID-19 emergency placement services shall not exceed:"

FISCAL YEAR PERIOD	ANNUAL PAYMENT
Execution through June 30, 2022	\$ 250,000.00
<b>Total</b>	<b>\$ 250,000.00</b>

3. **Miscellaneous.** All other terms and conditions of the Agreement not modified herein shall remain unchanged and in full force and effect.
4. **Effective Date.** This Amendment No. 01 to Agreement DPSS-0002367, shall become effective January 1, 2022.
5. **Electronic Signatures.** This Agreement may be executed in any number of counterparts, each of which will be an original, but all of which together will constitute one instrument. Each party of this Agreement agrees to the use of electronic signatures, such as digital signatures that meet the requirements of the California Uniform Electronic Transactions Act ("CUETA") Cal. Civ. Code §§ 1633.1 to 1633.17), for executing this Agreement. The parties further agree that the electronic signature(s) included herein are intended to authenticate this writing and to have the same force and effect as manual signatures. Electronic signature means an electronic sound, symbol, or process attached to or logically associated with an electronic record and executed or adopted by a person with the intent to sign the electronic record pursuant to the CUETA as amended from time to time. Digital signature means an electronic identifier, created by computer, intended by the party using it to have the same force and effect as the use of a manual signature, and shall be reasonably relied upon by the parties. For purposes of this section, a digital signature is a type of "electronic signature" as defined in subdivision (i) of Section 1633.2 of the Civil Code

*[Signature page follows]*

**IN WITNESS WHEREOF**, the undersigned authorized representatives of the parties have executed this Amendment #01 to the Agreement.

County of Riverside  
*Jeff Hewitt*  
\_\_\_\_\_  
Jeff Hewitt  
Chairman, Board of Supervisors  
May 17, 2022  
\_\_\_\_\_  
Date

Knotts Family Agency, Inc.  
~~\_\_\_\_\_~~  
\_\_\_\_\_  
Gwendolyn Knotts  
Chief Executive Officer  
Apr 21, 2022  
\_\_\_\_\_  
Date

ATTEST: Kecia R. Harper, Clerk  
*Priscilla Rasso*  
By: \_\_\_\_\_

Approval as to Form  
County Counsel  
*Katherine Wilkins*  
By: \_\_\_\_\_  
Katherine Wilkins  
Deputy County Counsel IV  
Apr 21, 2022  
\_\_\_\_\_  
Date

