

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



**ITEM: 3.31**  
(ID # 21528)

**MEETING DATE:**  
Tuesday, May 09, 2023

**FROM :** RUHS-PUBLIC HEALTH:

**SUBJECT:** RIVERSIDE UNIVERSITY HEALTH SYSTEM-PUBLIC HEALTH: Authorize the Purchasing Agent to issue Purchase Orders to Black Hawk for gift cards without seeking competitive bids for FY22/23 through FY23/24. All Districts [Total aggregate amount \$360,662 - 100% State]

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

1. Authorize the Purchasing Agent to issue Purchase Orders to Black Hawk, for gift cards without seeking competitive bids for FY22/23 through FY23/24, in the aggregate amount of \$360,662; and
2. Authorize the Purchasing Agent, in accordance with Ordinance No. 459, and based on the availability of fiscal funding, to issue amendments to the Purchase Orders that exercise the options of the Purchase Orders, including modifications to the statement of work, that stay within the intent of the Purchase Orders.

**ACTION:Policy**

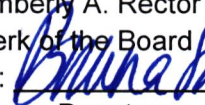
  
Kim Saruwatari, Director of Public Health 4/27/2023

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**MINUTES OF THE BOARD OF SUPERVISORS**

On motion of Supervisor Gutierrez, 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 Gutierrez  
Nays: None  
Absent: None  
Date: May 9, 2023  
xc: RUHS-PH

Kimberly A. Rector  
Clerk of the Board  
By:   
Deputy

**SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,  
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<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>	\$180,331	\$180,331	\$360,662	\$0
<b>NET COUNTY COST</b>	\$0	\$0	\$0	\$0
<b>SOURCE OF FUNDS: 100% State</b>			<b>Budget Adjustment: No</b>	
			<b>For Fiscal Year: 22/23-23/24</b>	

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

**BACKGROUND:**

**Summary**

The Maternal, Child and Adolescent Health (MCAH) Branch of Riverside University Health System – Public Health (RUHS-PH) received funding from the California Department of Public Health (CDPH) to support activities directly related to the COVID-19 public health emergency response. The funds are intended to support home visiting activities that address immediate needs of parents, children, and families related to the COVID-19 public health emergency. This one-time funding is being made available under section 9101 of the American Rescue Plan (ARP) Act, P.I. 117-2, to entities that currently receive Maternal, Infant, and Early Childhood Home Visiting (MIECHV) Program funding to address the needs of expectant parents and families with young children during the COVID-19 public health emergency, through September 30, 2024. Additionally, MCAH receives funding to provide for client needs, such as fuel cards for transportation for clients to ensure they can meet with their caseworkers, grocery cards to meet nutritional needs, and other client support needs for several other MCAH programs.

**Impact on Residents and Businesses**

This funding provides funds for the emergency needs of the families served within Riverside County. Without this funding, there is a possibility that emergency needs could go unmet.

**Additional Fiscal Information**

MCAH received \$180,331 in round one of the grant award, and the second round is expected to be the same through September 30, 2024. CDPH will issue an advance payment on an annual basis of the total award in the amount of \$180,331, and funds are intended to support the emergency needs of clients and their families. There is no impact to County General Funds. Funds will be distributed as follows:

<b>Fiscal Year</b>	<b>Amount</b>
2022/2023	\$180,331
2023/2024	\$180,331
<b>Total</b>	<b>\$360,662</b>

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**Contract History and Price Reasonableness**

This is a new Purchase Order request with Blackhawk. Blackhawk is the only known vendor that sells gift cards in bulk. The grant requires the department to spend grant funding to provide for client support needs, such as fuel cards for transportation for clients to ensure they can meet with their caseworkers and grocery cards to meet nutritional needs.

MCAH will follow policy DOPH A-9, Safekeeping & Reconciliation of Client Incentives and Outreach Supplies, for the purchase, safekeeping, and distribution of all gift cards. As part of these procedures, all staff will sign out gift cards, distribute them to the clients, obtain the clients' signatures, and return the documentation to support staff for appropriate recording keeping.

The gift card amounts will vary from \$25 to \$100 and will be distributed monthly to clients. MCAH will purchase gift cards for stores and gas stations that are most frequented by clients and allow for flexibility in meeting their needs and affordability, such as Target, Walmart, and Arco.

County Purchasing has reviewed and supports the Single Source Justification request. The cost for these gift cards is not expected to exceed \$180,331 per year through June 30, 2024.

**ATTACHMENTS:**

**ATTACHMENT A.** Single Source Justification Form

  
Suzanna Haddock, Assistant Director of Purchasing and Fleet Service

4/28/2023

  
Douglas Cordonez Jr.



  
5/2/2023

 **Riverside  
University  
HEALTH SYSTEM**  
Public Health

Date: 10/18/2022  
From: Kim Saruwatari, Director, Public Health  
To: Board of Supervisors/Purchasing Agent  
Via: Stephanie Bryant, 951-358-5516, Reconda Armijo 951-358-6473  
Subject: Sole or Single Source Procurement; Request for Gift Card Purchases

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

1. **Supplier being requested: Black Hawk**

2. **Vendor ID: 245172**

3.  **Single Source**                       **Sole Source**

*(Single Source - is a purchase of a commodity or service without obtaining competitive bids although more than one source is available)*

*(Sole Source - is a purchase of a commodity or service that is proprietary or no other vendor is qualified or willing to meet the county specified requirements)*

4. **Have you previously requested and received approval for a sole or single source request for this vendor for your department?** (*If yes, please provide the approved sole or single source number.*)

**Yes**     **No**

4a. **Was the request approved for a different project?**

**Yes**     **No**

5. **Supply/Service being requested:**

*(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. All insurance requirements must be met prior to work commencement. See the Risk Management website for vendor insurance requirements.)*

Kim Saruwatari, M.P.H., Director

Geoffrey Leung, M.D., Public Health Officer



Approval of purchases from Black Hawk for gas/gifts cards without seeking competitive bids in the amount not to exceed \$180,331.00 for one year, with the option to renew for four additional one-year periods for Maternal, Child and Adolescent Health (MCAH) program client incentives which entails several programs annually.

6. **Unique features of the supply/service being requested from this supplier.** *(If this sole source request is due to proprietary software or machinery, or hardware, provide a supporting letter from the manufacturer. If this is a single source request provide an explanation of how this provides the best value for the County by selecting this vendor.)*

Black Hawk is the only approved vendor within the county for purchasing Arco gas cards and other gift cards. Black Hawk stocks a wide variety of popular brands, ensuring the needs of the clients can be met.

7. **Reasons why my department requires these unique features from the vendor and what benefit will accrue to the county:**

MCAH serves low-income families with a variety of services through the Black Infant Health program, Nurse Family Partnership program, Cal Learn program, Adolescent Family Life Program, and SIDS and CPSP programs to achieve the goals of increasing access and utilization of needed services, increasing social, emotional and education support, developing life skills, pregnancy planning and spacing and to reduce infant mortality. These services are delivered through group sessions and face to face visits. Transportation is a huge challenge for many participants. Many participants are teens and young parents with limited resources, particularly transportation. They are often limited in other resources to provide the essentials like diapers, and safety items for their families. The gas/gift cards provide a means for us to help the participants in meeting these needs and aid in getting participant to the required meetings.

8. **Period of Performance:** From: 7/1/2022 to 6/30/2024  
(total number of years)

Is this an annually renewable contract?  No  Yes

Is this a fixed-term agreement:  No  Yes

*(A fixed-term agreement is set for a specific amount of time; it is not renewed annually. Ensure multi-year fixed-term agreements include a cancellation, non-appropriation of funds, or refund clause. If there is no clause(s) to that effect, then the agreement must be submitted to the Board for approval. No exemptions shall apply.)*

9. **Identify all costs for this requested purchase. In addition, please include any single or sole source amounts previously approved and related to this project and vendor in the section designated below for current and future fiscal years. You do not need to**

Kim Saruwatari, M.P.H., Director

Geoffrey Leung, M.D., Public Health Officer



**Riverside  
University  
HEALTH SYSTEM**  
Public Health

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. (Note: ongoing costs may include but are not limited to subscriptions, licenses, maintenance, support, etc.)

MCAH spends approximately \$50,000/year on gift cards to use as client incentive between all of its grant-funded programs. MCAH received new funding from MIECHV American Recovery Plan (ARP) for the purpose of meeting the emergency needs of clients and their families. MCAH chose prepaid gas and grocery gift cards from the 6 spending options. FY 22/23, MCAH received \$130,331.00 all of which must be spent on these gift cards. The second-round allocation is expected to be the same and will carry the same spending criteria. These funds will expire at the end of each fiscal year, so a timely approval of the single source will ensure MCAH is able to maximize grant revenue.

Description:	FY 22/23	FY 23/24	Total
One-time Costs:			
Gas/Grocery Gift Cards (multiple grants)	\$180,331	\$180,331	\$360,662
Ongoing Costs:			
Previous SSJ Approved Amounts:			
Total Costs	\$180,331	180,331	\$360,662

Note: Insert additional rows as needed

**10. Price Reasonableness:** (Explain why this price is reasonable or cost effective – were you provided government discounted pricing? Is this rate/fee comparable to industry standards?)

Black Hawk is the only approved county vendor offering gas/gift cards. Arco stations are typically less expensive and abundant throughout the county adding to the convenience for participants and a cost-effective use of county/grant dollars.

**11. Projected Board of Supervisor Date (if applicable):** 12/20/2022

Kim Saruwatari, M.P.H., Director

Geoffrey Leung, M.D., Public Health Officer


**Riverside University**  
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 Public Health

*(Draft Form 11s, service agreement and or quotes must accompany the sole source request for Purchasing Agent approval.)*


 Kim Saruwatari      Kim Saruwatari      01/12/2023  
 Department Head Signature      Print Name      Date  
 (or designee)

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 The section below is to be completed by the Purchasing Agent or designee.  
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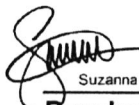
**Purchasing Department**

**NOTES:**

Purchasing department has reviewed other available sources and found that BlackHawk is the only currently known vendor  
 who sells bulk gift cards for re-distribution. Purchasing also queried our Peers to find that Orange County is also utilizing this vendor  
 Purchasing will work with the Department once Board Approved on the most effective purchase method for these cards however  
 Please note, the Department agrees to monitor and audit all activities associated with the purchase of these cards and assume  
 responsibility for any fraud associated with this path.

**Not to exceed:**

- One-time \$ \_\_\_\_\_
- Annual Amount \$ 180,331. \_\_\_\_\_ / per fiscal year through 6/30/2024 \_\_\_\_\_ (date)  
 (If Annual Amount Varies each FY)
  - FY \_\_\_\_\_ : \$ \_\_\_\_\_
  - FY \_\_\_\_\_ : \$ \_\_\_\_\_
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 Suzanna Hinckley, Assistant Director

Purchasing Agent      1/9/2023      23-113  
 Date      Approval Number  
 (Reference on Purchasing Documents)

Kim Saruwatari, M.P.H., Director      Geoffrey Leung, M.D., Public Health Officer