

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



ITEM: 3.34
(ID # 23760)

MEETING DATE:
Tuesday, January 09, 2024

FROM : PUBLIC SOCIAL SERVICES:

SUBJECT: DEPARTMENT OF PUBLIC SOCIAL SERVICES (DPSS): Approve Amendment No.1 to the Professional Services Agreement #DPSS-0004722 with HopSkip Drive, Inc., for specialized transportation services without seeking competitive bids to increase the annual agreement amount by \$100,000 from \$100,000 to \$200,000, effective upon signature through June 30, 2028; All Districts. [Total Cost Increase \$500,000; up to \$100,000 in Additional Compensation Provisions; 37% Federal Funding; 63% Realignment Funding]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve Amendment No.1 to the Professional Services Agreement #DPSS-0004722 with HopSkipDrive, Inc., for transportation services, without seeking competitive bids to increase the annual contract amount by \$100,000 from \$100,000 to \$200,000 annually for five years, effective upon signature through June 30, 2028; and authorize the Chairman of the Board to sign the Agreement on behalf of the County;
2. Authorize the Purchasing Agent, in accordance with Ordinance No. 459 and based on availability of fiscal funding and as approved by County Counsel to: (a) sign amendments that exercise the options of the agreement including modifications of the statement of work that stay within the intent of the Agreement; and (b) sign amendments to the compensation provisions that do not exceed twenty percent (20%) annually of the total cost of the agreement.

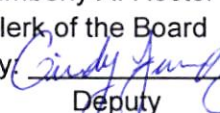
ACTION:Policy


Charity Douglas, DPSS Director 12/26/2023

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Perez, seconded by Supervisor Jeffries 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: January 9, 2024
xc: DPSS

Kimberly A. Rector
Clerk of the Board
By: 
Deputy

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FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$100,000	\$100,000	\$500,000	\$0
NET COUNTY COST	\$0	\$0	\$0	\$0
SOURCE OF FUNDS: Federal Funding: 37%, and Realignment Funding: 63%.			Budget Adjustment:	No
			For Fiscal Year:	23/24-27/28

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

Riverside County Department of Public Social Services (DPSS) is tasked with providing safe, professional, demand-responsive transportation services for foster youth and their caregivers, to attend school, medical appointments, visitation, and engage in other activities as indicated. Children in foster care face tremendous barriers to educational success due to frequent disruptions in their home and school placements. AB 490 provides foster children with the right to remain in their school of origin if doing so is in the child's best interest. If the child continues in his or her school of origin, the child must be provided transportation. Many times, due to distance or other circumstances, the foster parent is unable to provide this transportation. The Every Student Succeeds Act (ESSA) requires that Lead Education Agencies (LEA) and Child Welfare agencies come together to develop and fund transportation in these situations.

DPSS has a separate agreement with School Districts to develop transportation plans and share costs, but there are occasions when additional transportation resources are needed. In addition, transportation is sometimes needed to facilitate participation in extra-curricular activities, visitation and other activities benefitting the youth. DPSS staff are often utilized for this type of transportation service but are not able to meet all transportation needs.

DPSS's Adult Services mission is to promote safety, well-being and independence for elder and dependent adults through accurate and timely assessment and linkages to services. Access to reliable transportation is particularly important for older adults who may not have easy access to reliable public transportation.

There has been a significant increase in need/usage of this agreement due to the service needs at the Harmony Haven Children and Youth Center. With Board approval, this item will execute Amendment No. 1 to the Professional Services Agreement #DPSS-0004722 with HopSkipDrive, Inc. (HSD) for transportation services to increase the contract to meet this need. To further support this justification, the purchasing department approved the amended single source justification (SSJ) # 24-150 on 12/15/2023.

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Impact on Residents and Businesses

This transportation service will assist the County in meeting the transportation needs of dependent youth and adults, elderly and their caregivers. These services will increase access to needed services throughout the County.

Additional Fiscal Information

Funds for this agreement were budgeted in the annual budget process, therefore, a budget adjustment is not needed.

PERIOD	Current Annual Payment	Amended Annual Payment
Fiscal Year 2023 - 2024	\$100,000	\$200,000
Fiscal Year 2024 - 2025	\$100,000	\$200,000
Fiscal Year 2025 - 2026	\$100,000	\$200,000
Fiscal Year 2026 - 2027	\$100,000	\$200,000
Fiscal Year 2027 - 2028	\$100,000	\$200,000
Total	\$500,000	\$1,000,000

Contract History and Price Reasonableness

DPSS entered into Agreement # DPSS-0004722 on May 9, 2023, Item # 3.26, effective July 1, 2023 through June 30, 2028 for transportation of foster youth, high-risk dependent adults and the elderly and their caregivers. To further support this justification, the Purchasing department approved SSJ# 166509340 on January 31, 2023. Due to the increased need and cost from Amendment No.1, an amended SSJ (24-150) was approved by the Purchasing department on 12/15/2023.

Research was conducted online to find similar transportation providers that specialize in foster youth. The department found two (2) other transportation providers that service children in the Riverside County area, but they do not specialize in foster youth like HSD. HSD's pricing compares favorably to the costs of a past County provider, Express Transportation Systems (HSD is less expensive for trips in excess of 70 miles) and has the significant advantage of specializing in the needs of foster youth. HSD's specialization is a critically important factor and mitigates safety/liability concerns involved in the transportation of foster children.

ATTACHMENTS:

Attachment A: Amendment No.1 to Agreement No. DPSS-0004722 with HopSkipDrive, Inc.

Attachment B: Amended SSJ # 24-150


Meghan Hahn, Director of Procurement

12/26/2023


Gregg Gu, Chief Deputy County Counsel

1/3/2024


Brianita Lantajo, Principal Management Analyst

1/3/2024

RIVERSIDE COUNTY DEPARTMENT OF PUBLIC SOCIAL SERVICES
 AMENDMENT No. 1 DPSS-0004722 WITH
 HOPSKIP DRIVE, INC.
 TRANSPORTATION SERVICES

AGREEMENT: DPSS-0004722

PERIOD OF PERFORMANCE: July 01, 2023 through June 30, 2028

EFFECTIVE DATE OF AMENDMENT: Upon Signature

AMENDED ANNUAL MAXIMUM REIMBURSABLE AMOUNT: \$ 200,000

AMENDED AGGREGATE MAXIMUM REIMBURSABLE AMOUNT \$ 1,000,000

This Amendment No. 1 to Agreement DPSS-0004722 is made by and between the County of Riverside, a political subdivision of the State of California, on behalf of Department of Public Social Services ("COUNTY"), and HopSkipDrive Inc. ("CONTRACTOR").

WHEREAS, COUNTY and CONTRACTOR previously entered into that certain Agreement, DPSS-0004722, approved May 9, 2023, Agenda Item 3.26, for transportation services (herein referred to as "Original Agreement"); and;

WHEREAS, the Parties now desire to amend the Original Agreement to increase the budget to allow for expansion of services; and;

WHEREAS, Section IV. "General" Subsection M "Modification of Terms", Subsection 2 allows for modification by written amendment signed by both parties.

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

1. **Recitals.** The recitals set forth above are true and correct and incorporated herein by this reference.
2. **Amend.** Schedule A "Payment provisions, Subsection A.1 "MAXIMUM REIMBURSABLE AMOUNT" to read as follows:

Total annual payments under this Agreement shall not exceed:


FISCAL YEAR PERIOD	ANNUAL PAYMENT
July 1, 2023 through June 30, 2024	\$200,000
July 1, 2024 through June 30, 2025	\$200,000
July 1, 2025 through June 30, 2026	\$200,000
July 1, 2026 through June 30, 2027	\$200,000
July 1, 2027 through June 30, 2028	\$200,000
Total	\$1,000,000

3. **Miscellaneous.** All other terms and conditions of the Original Agreement not modified herein shall remain unchanged and in full force and effect.
4. **Effective Date.** This Amendment No. 1 to the DPSS-0004722, shall be effective upon signature.
5. **Signed in Counterparts:** This Amendment may be executed in any number of counterparts, each of which when executed shall constitute a duplicate original, but all counterparts together shall constitute a single agreement.
6. **Electronic Signatures.** Each party of this Amendment 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 Amendment. 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.
7. **Miscellaneous.** All other terms and conditions of the Original Agreement not modified herein shall remain unchanged and in full force and effect.

IN WITNESS WHEREOF, the undersigned authorized representatives of the parties have executed this Amendment No. 1 to DPSS-0004722.

Authorized Signature for CONTRACTOR:  <small>Joanna McFarland (Dec 14, 2023 16:38 PST)</small>	Authorized Signature for CONTRACTOR:  <small>Harsit Patel (Dec 14, 2023 16:33 PST)</small>	Authorized Signature for COUNTY: 
Printed Name of Person Signing: Joanna McFarland	Printed Name of Person Signing: Harsit Patel	Printed Name of Person Signing: CHUCK WASHINGTON
Chief Executive Officer, Secretary	President	Board of Supervisors, Chair
Date Signed: Dec 14, 2023	Date Signed: Dec 14, 2023	Date Signed:

ATTEST:
Kimberly Rector
Clerk of the Board

By: 
Deputy

Approval as to
Minh C. Tran
County Counsel

By: *Katherine Wilkins*
Katherine Wilkins
Deputy County Counsel

Date: Dec 18, 2023



Charity Douglas, Director

Date: November 28, 2023
From: Charity Douglas, Director of the Department of Public Social Services
To: Board of Supervisors/Purchasing Agent
Via: Sonya Wiedeman, Contracts and Grants Analyst
Subject: Sole or Single Source Procurement: Request for transportation services for Medical appointments, school, visitations and other activities for foster youth and dependent adults and their caregivers, as needed by Hop Skip Drive (HSD), Inc.

The below information is provided in support of my Department requesting re-approval to amend the single source procurement.

1. **Supplier being requested:** HopSkipDrive, Inc. (HSD)
2. **Vendor ID:** 90405
3. **X Single Source** **Sole Source**
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).**

X Yes **No**
SSJ# 166509340
(Via RivcoPro)

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

Yes **No**

5. **Supply/Service being requested:** Specialized transportation services to school, medical appointments, visitation, and other activities as indicated for foster youth, dependent adults, and the elderly, as well as their caregivers, as identified by Riverside County Children's and Adult Services Divisions. HSD is a current registered vendor with the County providing transportation services.

6. Justification for Amended SSJ:

The department is seeking board approval of Amendment No. 1 to the Professional Services Agreement #DPSS-0004722 with HopSkipDrive, Inc. (HSD) due to the increase in service needs at the Harmony Haven Children and Youth Center, the County's transitional housing facility for at-risk youth. The County recently purchased the property

and currently operates this facility in Beaumont, CA. The original agreement did not include transportation for youth at Harmony Haven, therefore the first amendment will add this service location and materially change the annual compensation of the agreement as follows:

PERIOD	Current Annual Payment	Amended Annual Payment
Fiscal Year 2023 - 2024	\$100,000	\$200,000
Fiscal Year 2024 - 2025	\$100,000	\$200,000
Fiscal Year 2025 - 2026	\$100,000	\$200,000
Fiscal Year 2026 - 2027	\$100,000	\$200,000
Fiscal Year 2027 - 2028	\$100,000	\$200,000
Total	\$500,000	\$1,000,000

7. **Period of Performance:** No change in the original contract period of performance **July 1, 2023 to June 30, 2028 - Total of five (5) years**

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

8. **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 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.)**

Description:	FY 23/24	FY 24/25	FY 25/26	FY 26/27	FY 27/28	Total
<i>Ongoing Costs: \$20 per trip plus \$2.50 per mile as stated in quote.</i>	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$1,000,000
Total Costs	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$1,000,000

9. **Projected Board of Supervisor Date (if applicable):** January 9, 2024
(Draft Form 11s, service agreement and or quotes must accompany the sole source request for Purchasing Agent approval.)

Department Head Signature
(or designee)

Print Name

Date

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

Purchasing Department Comments:

Approve

Approve with Condition/s

Disapprove

Condition/s:

Not to exceed:

One-time _____

Annual Amount \$ 200,000 / per fiscal year through 6/30/28 (date) (if
Annual Amount Varies each FY)

FY _____ : \$ _____
FY _____ : \$ _____
FY _____ : \$ _____
FY _____ : \$ _____
FY _____ : \$ _____

Meghan Hahn
Purchasing Agent

12/15/23
Date

24-150
Approval Number
(Reference on Purchasing Documents)







Amended SSJ Amendment DPSS-0004722 Hop Skip Drive FY 23-24

Final Audit Report

2023-12-14

Created:	2023-12-05
By:	Sonya Wiedeman (SWiedema@rivco.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAvjv1aFUrQ3t4U0hntYjYeR1yRAQcEBcI

"Amended SSJ Amendment DPSS-0004722 Hop Skip Drive FY 23-24" History

-  Document created by Sonya Wiedeman (SWiedema@rivco.org)
2023-12-05 - 4:22:08 PM GMT
-  Document emailed to CHARITY DOUGLAS (chdougla@rivco.org) for signature
2023-12-05 - 4:22:45 PM GMT
-  Email viewed by CHARITY DOUGLAS (chdougla@rivco.org)
2023-12-14 - 0:26:03 AM GMT
-  New document URL requested by CHARITY DOUGLAS (chdougla@rivco.org)
2023-12-14 - 0:26:46 AM GMT
-  Document e-signed by CHARITY DOUGLAS (chdougla@rivco.org)
Signature Date: 2023-12-14 - 0:27:43 AM GMT - Time Source: server
-  Agreement completed.
2023-12-14 - 0:27:43 AM GMT