

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



ITEM: 3.64  
(ID # 26655)

**MEETING DATE:**

Tuesday, December 03, 2024

**FROM :** RUHS-BEHAVIORAL HEALTH

**SUBJECT:** RIVERSIDE UNIVERSITY HEALTH SYSTEM - BEHAVIORAL HEALTH: Ratify and Approve the Increase to Purchase Order (PO) 0000201637 for the Emergency Procurement Form (EPF) #25-078 for Student Transportation Services, In the Increased Amount of \$250,000 with Catch Transport LLC, for the Total PO Amount of \$345,000, All Districts. [Total Cost \$250,000, 90% Federal, 10% State Funds]

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

1. Ratify and approve the increase to the Purchase Order 0000201637 for the Emergency Procurement Form (EPF) #25-078 for Student Transportation Services to increase the amount by \$250,000 with Catch Transport LLC for the total PO amount of \$345,000.

**ACTION:Policy**

  
Matthew Chang, Director 11/19/2024


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**MINUTES OF THE BOARD OF SUPERVISORS**

On motion of Supervisor Gutierrez seconded by Supervisor Spiegel 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: December 3, 2024  
xc: RUHS-BH

Kimberly A. Rector  
Clerk of the Board

By:   
Deputy

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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>	\$ 250,000	\$ 0	\$ 250,000	\$ 0
<b>NET COUNTY COST</b>	\$ 0	\$ 0	\$ 0	\$ 0
<b>SOURCE OF FUNDS:</b> 90% Federal, 10% State			<b>Budget Adjustment:</b> No	
			<b>For Fiscal Year:</b> 24/25	

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

**BACKGROUND:**

**Summary**

Riverside University Health System - Behavioral Health (RUHS-BH) operates a continuum of care system, composed of County-operated clinics and contract service providers, delivering a variety of treatment services in each geographic region of the County. RUHS-BH provides prevention-based programming to Riverside County youth several times a year through the California Friday Night Live (FNL) and Prevention and Early Intervention (PEI) programs.

Mental Health Services Act (MHSA) provides funding for PEI, which includes mental health outreach, awareness, and stigma reduction, parent education and support, early intervention for families in school, transition-age youth projects, first onset for older adults, trauma-exposed services, and underserved cultural populations.

The California FNL program was developed in Sacramento in 1984, now celebrating almost 39 years of engaging young people. The FNL program was designed to reduce alcohol use and other problems among young people by building partnerships for positive and healthy youth development and engaging participants as active leaders and resources in their communities.

RUHS-BH Substance Abuse Prevention and Treatment Program's FNL program sponsors various annual events for the youth of Riverside County with a focus on preventing substance abuse/use and recurring mental health issues. These events include but are not limited to: Red Ribbon Week, FNL Fun Day, and Active Conferences for students. Transportation needs range throughout the year from transporting a few dozen students to approximately 2,000 students from over 90 school sites in the Desert, Western, and Mid-County Regions for regional and out-of-county events. Funding sources require the programs to provide safe, reliable, and professional transportation services for the youth attending these events.

Due to the last-minute cancellation from a bussing vendor on November 1, 2024, RUHS-BH enlisted the aid of Catch Transport LLC to facilitate the emergency procurement of transportation services for 900 students for its FNL Fun Day on November 2, 2024.

**Impact on Residents and Businesses**

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These programs are a component of Behavioral Health's system of care aimed at improving the health and safety of consumers and the community.

**Additional Fiscal Information**

There are sufficient appropriations in the Department's FY 2024/2025 budget to fund the start of services. No additional County funds are required.

On April 30, 2024, the Board of Supervisors (BOS) approved Item #3.47 to ratify and approve the Single Source Justification (SSJ #24-222) and service agreement with Catch for Student Transportation Services in the amount of \$280,000 for FY 2023/2024.

Per approved Item #3.45 11/29/2022, Catch was preapproved for transportation services for FNL's Fun Day at Six Flags in the amount of \$95,000 for students located in the desert region of Riverside County. The total purchase for student transportation services was \$345,000 for the event.

**Contract History and Price Reasonableness**

On November 1, 2024, RUHS-BH's scheduled vendor canceled a reservation for busses to transport over 900 students for the annual FNL Fun Day at Six Flags scheduled for the following day, November 2, 2024. FNL Fun Day had approximately 2,000 students registered, from over 90 school-based chapters throughout Riverside County, for a celebration of personal wellness and academic excellence.

Due to the unexpected cancellation, RUHS-BH reached out to Catch Transport LLC, a previously vetted and used vendor, to meet the emergent need for student transportation. Catch was initially contracted to provide transportation for students from Riverside County's Desert Region for the event. Within hours, Catch was able to facilitate the need for the Western Region, providing the additional busses, with drivers who met department standards. Catch facilitated all bussing needs for the event.

**ATTACHMENTS:**

ATTACHMENT A: Emergency Procurement Form (EPF) #25-078

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*Kimberly Cruz*  
Kimberly Cruz 11/19/2024

*Melissa Curtis*  
Melissa Curtis, Deputy Director of Purchasing and Fleet 11/20/2024

*Jacqueline Ruiz*  
Jacqueline Ruiz, Principal Analyst 11/21/2024

## EMERGENCY JUSTIFICATION

This questionnaire has been designed to assist County of Riverside staff in providing information necessary in the processing of emergency requests for the purchase of goods, services, or equipment. Please complete and forward to Central Purchasing.  
If more space is needed, please attach additional page(s).

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Emergency procurement shall be defined as a sudden and/or unexpected occurrence that poses a clear and imminent danger, requiring immediate action to prevent or mitigate the loss of impairment of life, health, property, or essential public services. (Please attach itemized quote or invoice if available).

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Agency/Department: RUHS-Behavioral Health      Total Dollar Amount: \$250,000

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Vendor Name: Catch Transport, LLC      Vendor #: 0000259167

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Date of Incident: November 1, 2024      Location of Incident: Western Region  
- Riverside

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**1. State the goods, services, or equipment which will mitigate the emergency situation:**

Emergency coordination and dispatch of busses for a large RUHS-BH Friday Night Live event on November 2, 2024. Drivers were required to be Student Pupil Activity Bus (SPAB) certified, which further limited the number of qualified vendors.

**2. State the reason for the emergency purchase by explaining what the emergency is and/or what caused the emergency situation:**

RUHS-BH Friday Night Live performed an informal quote process for bussing services for the Desert and Western county regions to transport about 2,200 kids from their schools to an event at Six Flags Magic Mountain on November 2, 2024. Two bussing companies were chosen to provide services the day of the event, Catch Transport LLC was reserved for the Desert Region for a total of \$95,000 with authority from Agenda Item 3.45 on November 29, 2022, and another vendor for the Western Region. The bussing company reserved and scheduled to provide 22 busses for the Western Region unexpectedly backed out of the event at 1:00PM on November 1, 2024 claiming that they were unable to service the event due to unpaid invoices by the department. The department in conjunction with County Purchasing offered to pay the outstanding invoices via a P-Card, but the bussing company's regional management would not accept that offer and

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ultimately decided to not carry through with the event. Catch Transport LLC was contacted late on November 1<sup>st</sup> and was able to coordinate the necessary busses for the event the following morning.

**3. State the financial or operational damage/risk that will occur if needs are not satisfied immediately:**

Due to the last minute cancellation of the Western Region bussing for the event, if RUHS-BH would have needed to cancel the event the following day for the students in Western Riverside County (about 1,100 students), students would have been informed last minute that their special annual event was cancelled, and the county's purchase of admission tickets for the event would have been lost, which would have been \$85,000.00. In addition to lost event fees, RUHS-BH Friday Night Live would have compromised the trust of students that participate in their programs, which is imperative to the success of the program.

**4. State why the needs were not or could not be anticipated, so that the goods/services could have been purchased following standard procedures:**

The bussing company originally reserved did not inform RUHS-BH of their cancellation until 16 hours before the large event. RUHS-BH was not aware of any outstanding invoices with their organization until this time and has been unable to verify that the invoices they were claiming as outstanding were ever received by the department prior to November 1<sup>st</sup> at the time of cancellation.

**5. State the reason and process used for selecting the vendor (Attach all quotes/proposals received, if applicable):**

RUHS-BH used a prior contact at Catch Transport LLC once the original vendor stopped any negotiation to carry out the scheduled event. In the past Catch Transport has been able to assist RUHS-BH when there have been other urgent transportation issues, and the department was confident that they would be the most likely vendor to be able to work with us, to get any busses on short notice.

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**Department/Asst. or Deputy Head Signature**

**Title: RUHS-BH Comptroller**

**Date: 11/4/2024**

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Purchasing Department Comments: Target Board date for ratification and approval of the increase to this PO is estimated for 12/3/2024, PO #201637. Documentation to be attached to PO once approved. (Conditions of approval include BOS ratification)

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Approve

**Approve with Condition/s**

Disapprove

*Melissa Curtis*

11/5/2024

25-078

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**Purchasing Agent**

**Date**

**SSJ Approval #**

You will need a Sole Source Justification (SSJ) control number for this emergency purchase. Only the Director of Purchasing, Assistant Director or Purchasing Manager can approve the SSJ control number.

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## ATTACHMENT A

### CENTRAL PURCHASING STAFF WHO CAN VERBALLY APPROVE EMERGENCY PURCHASES

Please attempt to contact via the chain of command below:

Contact	Title	Email	Telephone
Meghan Hahn	Director of Procurement & Fleet Services	<a href="mailto:MEhahn@rivco.org">MEhahn@rivco.org</a>	Office: (951) 955-4937

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