

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



**ITEM: 3.33  
(ID # 28103)**

**MEETING DATE:**  
Tuesday, June 24, 2025

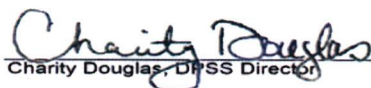
**FROM :** PUBLIC SOCIAL SERVICES

**SUBJECT:** DEPARTMENT OF PUBLIC SOCIAL SERVICES (DPSS): Ratify and Approve Amendment No. 5 to Professional Services Agreement DPSS-0002918 with The Regents of the University California (UCR), for Resource Family Approval ("RFA") Training and CPR and First Aid Training, to increase the aggregate budget by \$33,375 from \$465,625 to \$ 499,000, effective April 1, 2025 through June 30, 2026 [Districts: All]; [Total Cost \$499,000; up to \$99,800 in additional compensation, Federal: 23.6% State: 8.2%, General Fund 53.6%, Realign 14.6%]

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

1. Ratify and Approve Amendment No. 5 to Professional Services Agreement DPSS-0002918 with The Regents of the University California (UCR), for Resource Family Approval ("RFA") Training and CPR and First Aid Training, to increase the aggregate budget by \$33,375 from \$465,625 to \$ 499,000, effective April 1, 2025 through June 30, 2026; 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 fiscal funding as approved as to form by County Counsel to: (a) sign amendments that exercise the options of Agreement DPSS-0002918 including renewal and 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 the sum total of twenty percent (20%) of the total aggregate cost of the Agreement; and
3. Authorize the Purchasing Agent to issue Purchase Orders for any goods and/or services rendered.

**ACTION:**

  
Charity Douglas, DPSS Director


6/4/2025

---

**MINUTES OF THE BOARD OF SUPERVISORS**

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

Ayes: Medina, Spiegel, Washington, Perez and Gutierrez  
Nays: None  
Absent: None  
Date: June 24, 2025  
xc: DPSS

Kimberly A. Rector  
Clerk of the Board  
By:   
Deputy

**SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,  
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>	<b>\$130,000</b>	<b>\$96,625</b>	<b>\$499,000</b>	<b>\$ 0</b>
<b>NET COUNTY COST</b>	<b>\$69,680</b>	<b>\$51,791</b>	<b>\$267,464</b>	<b>\$ 0</b>
<b>SOURCE OF FUNDS: Federal: 23.6% State: 8.2%, General Fund 53.6%, Realign 14.6%</b>			<b>Budget Adjustment: No</b>	
			<b>For Fiscal Year: 24/25</b>	

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

**BACKGROUND:**

**Summary**

DPSS has experienced an influx in mandatory first aid and CPR training services for Harmony Haven Children and Youth Center (HHCYC) staff.

The Resource Family Approval (RFA) process (AB403) was established in 2012 through the Child Welfare Services Realignment (SB1013) with the goal of accelerating permanency and addressing redundancies in the foster home approval process.

The RFA process combines the foster parent licensing, relative approval and adoption approval into a single, consistent up-front approval process that applies to all caregivers. This includes standard background check clearance, health screening, caregiver training, and completion of a psychosocial assessment. These requirements must be completed before a caregiver can be approved for placement. In addition to the RFA training, the current Agreement with UCR includes mandatory first aid and CPR training for all staff working at HHCYC.

This board action requests ratification and approval to Amendment No. 5 to Professional Services Agreement DPSS-0002918 with The Regents of the University California (UCR), for Resource Family Approval ("RFA") Training and CPR and First Aid Training to increase the aggregate budget by \$33,375 from \$465,625 to \$ 499,000, effective April 1, 2025 through June 30, 2026.

**Impact on Residents and Businesses**

Maintaining the Department's training capacity will ensure caregivers have access to required trainings thus making a positive impact on the quality of care provided to foster youth and non-minor dependents (NMDs). It also secures first aid and CPR training, mandated by the State, for all HHCYC staff.

**Additional Fiscal Information**

Total Annual Payments to The Regents of the University California, shall not exceed:

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

<b>FISCAL YEAR PERIOD</b>	<b>ANNUAL PAYMENT</b>	<b>INCREASE</b>	<b>AMENDED PAYMENT</b>
July 1, 2021 through June 30, 2022	\$67,750	\$0	\$67,750
July 1, 2022 through June 30, 2023	\$85,000	\$0	\$85,000
July 1, 2023 through June 30, 2024	\$119,625	\$0	\$119,625
July 1, 2024 through June 30, 2025	\$96,625	\$33,375	\$130,000
July 1, 2025 through June 30, 2026	\$96,625	\$0	\$96,625
<b>Total</b>	<b>\$465,625</b>	<b>\$33,375</b>	<b>\$499,000</b>

Federal and State funding will be used to support the mandates and educational program. Services were budgeted through the Countywide budget process therefore no budget adjustment is needed.

**Contract History and Price Reasonableness**

The Resource Family Training and First Aid/CPR Agreement with UCR was originally approved by the Board of Supervisors, on June 29, 2021, Item number 3.53. The original amount approved is \$338,750 with an approved contingency of 50% of the total annual cost for compensation provisions. This amendment requires board approval for the increase of \$33,375 in additional compensation.

Ordinance 459 allows for award of contracts with any federal, state, or local government agency without bidding due to the nature of collaboration and partnership of beneficial programs with government entities. In addition, California Department of Social Services (CDSS) manual section 23-650, paragraph 1.14, which states contracts may be negotiated without formal advertising “for any service to be rendered by any federal, state or local governmental agency, public university, public college or other public educational institution.”

**ATTACHMENTS:**

Amendment No.5 DPSS-0002918 – UCR – RFA Training First Aid and CPR FY 21-26

*Melissa Curtis*  
Melissa Curtis, Deputy Director of Purchasing and Fleet

6/13/2025

*Stacey Pena*  
Stacey Pena, EO Management Analyst

6/18/2025

*Gregg Gu*  
Gregg Gu, Chief of Deputy County Counsel

6/16/2025

RIVERSIDE COUNTY DEPARTMENT OF PUBLIC SOCIAL SERVICES  
AMENDMENT No. 5 TO THE  
RFA-First Aid/CPR TRAINING MASTER AGREEMENT  
DPSS-0002918 WITH  
THE REGENTS OF THE UNIVERSITY OF CALIFORNIA

AGREEMENT: DPSS-0002918  
PERIOD OF PERFORMANCE: July 01, 2021 through June 30, 2026  
EFFECTIVE DATE OF AMENDMENT: April 1, 2025  
ORIGINAL MAXIMUM REIMBURSABLE AMOUNT: \$465,625  
AMENDED MAXIMUM REIMBURSABLE AMOUNT: \$499,000

This Ratification and Amendment No. 5 to the Original Agreement DPSS-0002918 is made by and between the County of Riverside, a political subdivision of the State of California ("COUNTY"), on behalf of its Department of Public Social Services, and The Regents of the University of California (UCR), a California nonprofit corporation ("CONTRACTOR").

**WHEREAS**, COUNTY and CONTRACTOR previously entered into that certain Agreement DPSS-0002918 for Resource Family Approval Training Services on June 29, 2021, effective July 1, 2021 through June 30, 2026, approved by the Board of Supervisors item 3.53; and,

**WHEREAS**, COUNTY and CONTRACTOR previously entered into that certain Amendment No.1, executed November 5, 2021 to update the Civil Rights Complaints referral address, update Schedule A Unit of Service, and update Schedule B to expand the provision of service areas; that certain Amendment No. 2, executed April 26, 2023 to revise the Schedule A, Payment Provisions, increase the maximum reimbursable amount and amend the Schedule B, Scope of Services; and Amendment No. 3, executed July 13, 2023 to revise Schedule A, Payment Provisions, increase the maximum reimbursable amount and amend the Schedule B, Scope of Services; and Amendment No. 4, executed April 16, 2024 to revise Schedule A, Payment Provisions, increase the maximum reimbursable amount; and,

**WHEREAS**, COUNTY and CONTRACTOR desire to amend the Original Agreement to revise Schedule A, Payment Provisions, to increase the annual payment for fiscal year 24/25.

**WHEREAS**, Section 41 "Modifications of Terms" 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. **Ratification.** The parties acknowledge and agree that the CONTRACTOR began rendering services to COUNTY on April 1, 2025 and were accepted by COUNTY without a written

amendment. All actions taken by both COUNTY and CONTRACTOR prior to the date hereof were in compliance with, and pursuant to the terms and conditions of the Original Agreement, and hereby confirmed and ratified.

3. The Original Agreement is hereby amended to increase the budget by \$33,375 for FY24/25.

4. **Amend** Section 6 "Termination" to add Subsection G to read as follows:

'CONTRACTOR may terminate this Agreement without cause upon giving thirty (30) calendar days written notice served on COUNTY stating the extent and effective date of termination.'

5. **Delete** Schedule A "Payment Provisions", Subsection A.1 "Maximum Amounts-Annual and Aggregate Totals" in its entirety and replace with the below schedule:

**MAXIMUM AMOUNTS –ANNUAL AND AGGREGATE TOTALS**

The total annual payments to CONTRACTOR shall not exceed:

FISCAL YEAR PERIOD	ANNUAL PAYMENT	INCREASE	AMENDED PAYMENT
July 1, 2021 through June 30, 2022	\$67,750	\$0	\$67,750
July 1, 2022 through June 30, 2023	\$85,000	\$0	\$85,000
July 1, 2023 through June 30, 2024	\$119,625	\$0	\$119,625
July 1, 2024 through June 30, 2025	\$96,625	\$33,375	\$130,000
July 1, 2025 through June 30, 2026	\$96,625	\$0	\$96,625
<b>Total</b>	<b>\$465,625</b>	<b>\$33,375</b>	<b>\$499,000</b>

6. **Amend** Schedule A Subsection A.2 "Unit of Service" by adding the below statements;

- 1- All CPR courses need to be capped at 12 participants per session in compliance with the American Heart Association guidelines.
- 2- All CPR courses offered shall incur a 3-person minimum fee charged to DPSS unless class is cancelled at least two (2) weeks prior to course date.

7. **Amend** Schedule B Subsection B.1 "Scope of Services", Subsection C "Contractor's Responsibilities by deleting Subsection 5 for CSEC training.

8. **Amend** Schedule B Subsection B.2 "Reporting" by deleting the quarterly report requirement.

9. **Update** Exhibit B "Resource Family Training Referral Form".

10. **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.

11. **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.

12. **Miscellaneous.** All other terms and conditions of the Original Agreement not modified herein shall remain unchanged and in full force and effect.
13. **Effective Date.** This Amendment No. 5 to the Original Agreement DPSS-0002918, shall become effective April 1, 2025.

**IN WITNESS WHEREOF**, the undersigned authorized representatives of the parties have executed this ratification and Amendment No. 5 to the Original Agreement DPSS-0002918.

**COUNTY OF RIVERSIDE**, a political subdivision of the state of California

*V. Manuel Perez*

V. Manuel Perez  
Chairman of the Board

06/24/2025

Date

Approval as to Form  
Minh C. Tran  
County Counsel

*Katherine Wilkins*

By: \_\_\_\_\_  
Katherine Wilkins  
Deputy County Counsel

Date: 06/23/2025

ATTEST:  
KIMBERLY A. RECTOR,  
Riverside County Clerk of the Board

By: *Whitney Mayo, Deputy*

**THE REGENTS OF THE UNIVERSITY OF CALIFORNIA**

DocuSigned by:  
*Gae Purvis*  
1578B739E933445...

Gae Purvis  
Procurement Supervisor

6/5/2025 I 4:32 PM PDT

Date



### Certificate Of Completion

Envelope Id: 3C9E79C5-FD05-41EB-8E8E-8F747F13C040	Status: Completed
Subject: Complete with Docusign: Amt 5 DPSS0002918 UCR.pdf	
Source Envelope:	
Document Pages: 4	Signatures: 1
Certificate Pages: 1	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	April Blackburn
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	100 Phoenix Dr.Suite 111
	Lansing, MI 48108
	april.blackburn@ucr.edu
	IP Address: 172.116.211.229

### Record Tracking

Status: Original	Holder: April Blackburn	Location: DocuSign
6/5/2025 9:45:41 AM	april.blackburn@ucr.edu	

### Signer Events

Gae Purvis  
gae.purvis@ucr.edu  
Procurement Supervisor  
University of California, Riverside  
Security Level: Email, Account Authentication (None)

### Signature

DocuSigned by:  
  
1578B739E933445  
Signature Adoption: Pre-selected Style  
Using IP Address: 169.235.64.201

### Timestamp

Sent: 6/5/2025 9:49:15 AM  
Viewed: 6/5/2025 4:32:38 PM  
Signed: 6/5/2025 4:32:43 PM

**Electronic Record and Signature Disclosure:**  
Not Offered via Docusign

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	6/5/2025 9:49:15 AM
Certified Delivered	Security Checked	6/5/2025 4:32:38 PM
Signing Complete	Security Checked	6/5/2025 4:32:43 PM
Completed	Security Checked	6/5/2025 4:32:43 PM
Payment Events	Status	Timestamps