

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



**ITEM: 10.1  
(ID # 29697)**

**MEETING DATE:**  
Tuesday, February 10, 2026

**FROM :** PUBLIC SOCIAL SERVICES

**SUBJECT:** IN-HOME SUPPORTIVE SERVICES PUBLIC AUTHORITY: Ratify and Approve Amendment No. 3 to the Professional Services Agreement No. DPSS-0005101 with RTZ Associates Inc. for Registry Matching and Tracking Software System services, without seeking competitive bids, effective July 1, 2024, through June 30, 2026 for an aggregate amount of \$145,426. [Districts: All]; [Total Cost: \$145,426 and up to \$7,271 in additional compensation]; [Funding: 36% Federal, 29% State, 35% Realignment.]

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

1. Ratify and Approve Amendment No. 3 to the Professional Services Agreement No. DPSS-0005101 with RTZ Associates Inc. for Registry Matching and Tracking Software System services, without seeking competitive bids, effective July 1, 2024, through June 30, 2026 for an aggregate amount of \$145,426 and authorize the Chair of the Board to sign the agreement on behalf of the County; and,
2. Authorize the Purchasing Agent, to issue a Purchase Order(s) for any goods and/or services rendered; and,
3. Authorize the Purchasing Agent, in accordance with Ordinance No. 459 and approved to form by County Counsel to: (a) sign amendments that make modifications to the Scope of Services that stay within the intent of the agreement, and (b) sign amendments to the compensation provisions that do not exceed the sum total of five percent (5%) of the total aggregate cost of the Agreement.

**ACTION:Policy**

  
Charity Douglas, DPSS Director

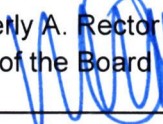
1/15/2026

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**MINUTES OF THE BOARD OF SUPERVISORS**

On motion of Supervisor Spiegel, seconded by Supervisor Gutierrez 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: February 10, 2026  
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>	\$87,426	\$0	\$87,426	\$ 0
<b>NET COUNTY COST</b>	\$ 0	\$0	\$0	\$ 0
<b>SOURCE OF FUNDS:</b> 36% Federal, 29% State, 35% Realignment			<b>Budget Adjustment:</b> No	
			<b>For Fiscal Year:</b> FY24/25 – 25/26	

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

**BACKGROUND:**

**Summary**

This board action seeks approval to ratify and approve Amendment No. 3 to the Professional Services Agreement No. DPSS-0005101 with RTZ Associates Inc. for Registry Matching and Tracking Software System services, without seeking competitive bids, effective July 1, 2024, through June 30, 2026 for a maximum annual amount of \$145,426, with assigned single source justification (SSJ) #20-003d.

The Riverside County In-Home Supportive Services Public Authority (IHSS-PA) is a state-mandated program established pursuant to Assembly Bill (AB) 1682. As an enhancement to the direct delivery of IHSS services, the IHSS-PA is responsible for key functions including the development and maintenance of the IHSS Provider Registry, as well as the screening, training, and matching of qualified providers with IHSS consumers to ensure access to quality in-home care. RTZ has provided the HOMCare 2 Registry System to IHSS-PA since 2004.

RFP #DPARC-0641 for Provider Enrollment & Registry Matching and Tracking Services for In-Home Supportive Services – Public Authority (IHSS-PA) remains under evaluation until an award has been determined and Notice of Intent to Award is posted.

The initial term for Agreement DPSS-0005101 began July 1, 2024 through June 30, 2025. The projected length of time for evaluation process was extended, which required an additional six-month period of performance through December 31, 2025. The extension of the agreement has now caused this agreement to transition into a multi-year contract and ratification.

With consideration of the procurement process, it is necessary to extend RTZ's current agreement (DPSS-0005101) through June 30, 2026. This extension will prevent a lapse in services until a new vendor agreement is successfully negotiated and fully executed by the Board of Supervisors.

**Impact on Residents and Businesses**

By utilizing a system such as the HOMCare 2 Registry System, the In-Home Supportive Services Public Authority (IHSS-PA) can fulfill its obligations under Assembly Bill (AB) 1682, including the provision of resources that enhance access to qualified in-home caregivers for

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

IHSS recipients. This is achieved through the development and maintenance of a pool of trained, eligible caregivers, supported in part by the HOMCare 2 Registry System, which facilitates efficient matching between service recipients and available providers.

**Additional Fiscal Information**

<b>FISCAL YEAR PERIOD</b>	<b>ANNUAL PAYMENT</b>	<b>INCREASE</b>	<b>AMENDED PAYMENT</b>
July 1, 2024 through June 30, 2025 (Original)	\$56,568		
July 1, 2024 through June 30, 2025 (Amendment #2*)	\$56,568	\$1,432	\$58,000
July 1, 2025 through December 31, 2025 (Amendment #1)			\$42,426
January 1, 2026 through June 30, 2026 (Amendment #3)			\$45,000
<b>TOTAL</b>			<b>\$145,426</b>

\*Amendment #2 to cover expenses for FY 24/25 was executed subsequent to amendment #1 to extend the term for FY 25/26 (July 1, 2025 through December 31, 2025).

**Contract History and Price Reasonableness**

The ratified Agreement No. DPSS-0005101 with RTZ will terminate upon Board approval of a new agreement awarded to the lowest, most responsive and responsible bidder pursuant to RFP #DPARC-0641.

**ATTACHMENTS:**

- 1) DPSS-0005101 – RTZ Associates, Inc. Amendment No.3
- 2) Amended SSJ #20-003d

*Melissa Curtis*  
 Melissa Curtis, Deputy Director of Purchasing and Fleet 1/29/2026

*Stacey Pena*  
 Stacey Pena, EO Management Analyst 2/1/2026

*Gregg Gu*  
 Gregg Gu, Chief of Deputy County Counsel 1/29/2026

**RIVERSIDE COUNTY IN-HOME SUPPORTIVE SERVICES (IHSS-PA) PUBLIC AUTHORITY  
RATIFICATION AND AMENDMENT No. 3 FOR  
IHSS-PA REGISTRY MATCHING AND TRACKING SOFTWARE SYSTEM WITH RTZ  
ASSOCIATES INC.**

AGREEMENT:	DPSS-00005101-03
ORIGINAL PERIOD OF PERFORMANCE:	July 1, 2024 - June 30, 2025
EXTENDED PERIOD OF PERFORMANCE:	July 1, 2025– June 30, 2026
EFFECTIVE DATE OF AMENDMENT:	July 1, 2024
ORIGINAL ANNUAL MAXIMUM REIMBURSABLE AMOUNT:	\$58,000 FY 24/25
AMENDMED ANNUAL MAXIMUM REIMBURSABLE AMOUNT:	\$ 42,426 July 1, 2025-December 31, 2025 (FY 25/26) \$ 45,000 January 1, 2026-June 30, 2026 (FY 25/26)

This Ratification and Amendment No. 3, to the Original Agreement, DPSS-0005101 (“Agreement”) for Registry Matching and Tracking Software System Services is made by and between Riverside County In-Home Supportive Services Public Authority, a corporate public body, (hereinafter referred to as “COUNTY” or “IHSS-PA”) and RTZ Associates, Inc., a California corporation, (herein referred to as “CONTRACTOR”) and,

**RECITALS**

**WHEREAS**, IHSS-PA and CONTRACTOR previously entered into that certain Professional Services Agreement, DPSS-0005101, to provide Registry Matching and Tracking Services, approved by the Riverside County Board of Supervisors on August 27, 2024, Agenda Item 7.1, and effective July 1, 2024 through June 30, 2025; and,

**WHEREAS**, IHSS-PA and CONTRACTOR previously entered into that certain Amendment No. 1, executed June 10, 2025, to extend the Professional Services Agreement for six months, effective July 1, 2025 through December 31, 2025 for \$42,426; and,

**WHEREAS**, IHSS-PA and CONTRACTOR previously entered into that certain Amendment No. 2 effective July 1, 2024 to modify the Schedule A Payment Provisions, to increase the annual budget by \$1,432 from \$56,568 to \$58,000 for FY 24/25 to cover outstanding invoices; and,

**WHEREAS**, IHSS-PA and CONTRACTOR now desire to ratify and amend the Agreement to extend the term of the agreement through June 30, 2026, ; modify Schedule A "Schedule of Terms and Method of Payment" to increase the annual budget by \$45,000; modify Section A.2 "METHOD, TIME, AND CONDITIONS OF PAYMENT" to add audit language; modify Section 44, "NOTIFICATION AND INVESTIGATION OF

BREACHES OF SECURITY”; update the civil rights complaint information, and remove Section 22, “Vehicle Liability insurance”; and,

**WHEREAS**, Section 45 “Modification of Terms” of the Original Agreement allows for modification by written amendment signed by both parties.

**NOW THEREFORE**, IHSS-PA and CONTRACTOR agree to ratify and amend that certain 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 CONTRACTOR continued rendering additional services to COUNTY on July 1, 2024 and were accepted by COUNTY without a written services amendment to extend the period of performance and increase the maximum aggregate reimbursable amount. All actions taken by both CONTRACTOR and COUNTY prior to the date hereof are hereby confirmed and ratified by way of execution of this Amendment; and,
3. **Amend** Section 3, “PERIOD OF PERFORMANCE” to read as follows:

“This Agreement shall be effective July 1, 2024 (“Effective Date”) and continue through June 30, 2026, unless terminated earlier. CONTRACTOR shall commence performance upon the Effective Date and shall diligently and continuously perform thereafter.”

4. **Delete** Section 22, “Vehicle Liability Insurance” in its entirety and renumber subsequent sections accordingly.
5. **Amend** Section 4, “NOTIFICATION AND INVESTIGATION OF BREACHES OF SECURITY” to read as follows:

Civil Rights Coordinator  
 Office of Civil Rights Compliance (OCRC)  
 Riverside County Department of Public Social Services  
 4060 County Circle Dr.  
 Riverside, CA 92503  
[DPSSCivilRights@rivco.org](mailto:DPSSCivilRights@rivco.org)

6. **Amend** Schedule A, “Schedule of Terms and Method of Payment,” Section A.1 “MAXIMUM AMOUNTS – ANNUAL AND AGGREGATE TOTALS” to read as follows:

The total payments to CONTRACTOR shall not exceed:

FISCAL YEAR PERIOD	ANNUAL PAYMENT	INCREASE	AMENDED PAYMENT
July 1, 2024 through June 30, 2025 (Original)	\$56,568		
July 1, 2024 through June 30, 2025 (Amendment #2*)	\$56,568	\$1,432	\$58,000
July 1, 2025 through December 31, 2025 (Amendment #1)			\$42,426
January 1, 2026 through June 30, 2026 (Amendment #3)			\$45,000
<b>TOTAL</b>			<b>\$145,426</b>

\*Amendment #2 to cover expenses for FY 24/25 was executed subsequent to amendment #1 to extend the term for FY 25/26 (July 1, 2025 through December 31, 2025).

7. **Amend** Schedule A, "Schedule of Terms and Method of Payment," Section A.2 "METHOD, TIME, AND CONDITIONS OF PAYMENT" to add section e to read as follows:

"IF CONTRACTOR expends a combined annual total of \$1,000,000 in federal funds, CONTRACTOR shall ensure that an independent fiscal audit is done annually. In the event that an audit is conducted, CONTRACTOR shall immediately provide a copy of the audit to COUNTY".

8. **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.
9. **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.
10. **Miscellaneous.** All other terms and conditions of the Original Agreement not modified herein shall remain unchanged and in full force and effect.
11. **Effective Date.** This ratification and Amendment shall become effective July 1, 2024.

[Signature Page to Follow]

Authorized Signature for RTZ Associates Inc.  Signed by:  34052A7695B64E5...	Authorized Signature for County  <i>Karen S. Spiegel</i>
Printed Name of Person Signing: Kevin Lathrop	Printed Name of Person Signing: Karen Spiegel
Title: CEO	Title: Chairman of the Board
Date Signed:  1/9/2026	Date Signed:  02/11/2026



ATTEST:  
 KIMBERLY A. RECTOR,  
 Riverside County Clerk of the Board  
*Whitney Mayo, Deputy*

By: \_\_\_\_\_

Approval as to Form  
 Minh C. Tran  
 County Counsel  
*Eric Stopher*

By: \_\_\_\_\_  
 Eric Stopher  
 Deputy County Counsel

01/20/2026  
 Date: \_\_\_\_\_



**Administrative Office**  
4060 County Circle Drive, Riverside, CA 92503  
951.358.3000 FAX: 951.358.3036  
[www.dpss.co.riverside.ca.us](http://www.dpss.co.riverside.ca.us)

**Charity Douglas, Director**

SSJ No.: 20-003c

Amendment No.: 4

Date: Monday, January 12, 2026

From: Charity Douglas, Director of the Department of Public Social Services (DPSS)

To: Board of Supervisors

Via: Lynnette Eden, Admin Services Analyst, 951-836-7462

Subject: Request for In-Home Supportive Services (IHSS) – Registry Matching and Tracking Software System Services

Supporting Documents: indicate which are included in the request from the list below.

Supplier Quote       Supplier Sole Source Letter       Final draft agreement

Final draft Form 11       H-11 approved by RCIT/TSOC      | Grant Agreement

Other: (i.e. CA Secretary of State Business Entity Information, Dept. of Justice Registration Conformation for non-profits, etc.)

1. Supplier Name: RTZ Associates Inc. Supplier ID: 000095009

Reason or Justification for the Amendment: The solicitation (RFP #DPARC-0641) for Provider Enrollment & Registry Matching and Tracking Services for In-Home Supportive Services – Public Authority (IHSS-PA) remains ‘under evaluation’ until an award has been determined and Notice of Intent to Award is posted.

With consideration of the procurement process, it is necessary to extend RTZ’s current agreement (DPSS-0005101). This extension ensures continuity until the new vendor agreement is successfully negotiated and fully executed by the Board of Supervisors.

The initial term for Agreement DPSS-0005101 began July 1, 2024 through June 30, 2025, via assigned SSJ #20-003b with no renewal options. Due to the unanticipated challenges in the bid evaluation process and largish evaluation committee, the projected length of time for evaluation process was extended. The extension of the bid evaluation process resulted in a subsequent impact to the RTZ agreement, requiring the department to request an additional six-month period of performance through December 31, 2025. The extension of the agreement has now caused this agreement to transition into a multi-year contract and ratification. The assigned amended sole source #20-003d will be ratified to July 1, 2024 to allow for the FY 25/26 (July 1, 2025 – December 31, 2025 – SSJ 20-003c) and this current amended SSJ for FY 25/26 (January 1, 2026 – June 30, 2026).

The amended agreement with RTZ will terminate upon board approval of the new agreement with the apparent most responsive and responsible bidder for RFP #DPARC-0641.

2. Please include the initial costs from the prior reviewed assigned SSJ in the table below:

The total annual payments to RTZ shall not exceed:

FISCAL YEAR PERIOD	ANNUAL AMOUNT	INCREASE	AMENDED PAYMENT
July 1, 2024 through June 30, 2025 (Original)	\$56,568		
July 1, 2024 through June 30, 2025 (Amendment #2*)	\$56,568	\$1,432	\$58,000
July 1, 2025 through December 31, 2025 (Amendment #1) <i>Amended SSJ, (#20-003c)</i>			\$42,426

\*Amendment #2 to cover expenses for FY 24/25 was executed subsequent to amendment #1 to extend the term for FY 25/26 (July 1, 2025 through December 31, 2025).

- a. Amended goods and/or services costs must be identified below (if applicable):

Description:	FY 25/26
One-time Costs: <b>Jan. 1, 2026 – June 30, 2026</b>	\$45,000.00
<b>Total Costs</b>	<b>\$87,426.00*</b>
<b>Additional Compensation (5%) of total contract aggregate amount</b>	\$7,271

\*Total cost includes July 1, 2025 through December 31, 2025 (Amendment #1) *Amended SSJ, (#20-003c)*

3. Period of Performance (ratified): July 1, 2024 to June 30, 2026

Ratify Start Date (if applicable): July 1, 2024

Initial Term Start Date: July 1, 2024 End Date: June 30, 2026

Number of renewal options (please provide those options: (i.e., one year with an option to renew four additional one-year periods): 0

Aggregate Term/ End Date: June 30, 2026

4. Projected Board of Supervisor Date (if applicable): February 10, 2026

By signing below, I certify that all contractual and legal requirements to do business with the selected supplier has been fully vetted and approved.

<u>Charity Douglas</u>	<u><i>Charity Douglas</i></u>	<u>01/13/2026</u>
<b>Print Name</b>	<b>Department Head Signature</b> (Executive Level Designee)	<b>Date</b>

.....

**PCS Reviewed:**

<u>Monica Mathis</u>	<u><i>Monica Mathis</i></u>	<u>1/21/2026</u>
<b>Print Name</b>	<b>Signature</b>	<b>Date</b>

Note: Once signed by the Department Head and PCS (signature lines above), the PCS will e-mail completed SSJ form with supporting documents to [psources@rivco.org](mailto:psources@rivco.org), and cc: Supervising PCS. Please reach out to your assigned PCS with any questions.

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

**Purchasing Department Review and Comments:** \_\_\_\_\_

<u><i>Stacy Orton</i></u>	<u>1/28/2026</u>	<u>20-003d</u>
<b>Purchasing Agent Signature</b>	<b>Date</b>	<b>Tracking Number</b> (Reference on Purchasing Documents)