

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS  
OF THE COUNTY OF SAN BERNARDINO  
AND RECORD OF ACTION**

June 22, 2021

**FROM**

**MARLENE HAGEN, Director, Children and Family Services**

**SUBJECT**

Contracts for Tutoring Services for Children and Family Services Youth

**RECOMMENDATION(S)**

Approve contracts with the following agencies to provide Tutoring Services to Children and Family Services youth, in an aggregate amount not to exceed \$525,000, for the total contract period of July 1, 2021 through June 30, 2024:

1. One on One Learning Corp., **Contract No. 21-488.**
2. Professional Tutors of America, Inc., **Contract No. 21-489.**
3. Studentnest, Inc., **Contract No. 21-490.**
4. Thrive Academics, Inc., **Contract No. 21-491.**

(Presenter: Marlene Hagen, Director, 387-2792)

**COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES**

**Provide for the Safety, Health and Social Service Needs of County Residents.**

**Pursue County Goals and Objectives by Working with Other Agencies.**

**FINANCIAL IMPACT**

This item does not require additional Discretionary General Funding (Net County Cost). The total cost will not exceed an aggregate amount of \$525,000 for the three-year period of July 1, 2021 through June 30, 2024 and is 100% funded by 2011 Realignment. Adequate appropriation and revenue have been included in the Human Services Administrative Claim 2021-22 budget and will be included in future recommended budgets.

**BACKGROUND INFORMATION**

Children and Family Services (CFS) administers programs designed to prevent and treat child abuse and neglect through family-centered programs designed to strengthen and preserve families to ensure San Bernardino County children have access to safe and permanent homes. Children in foster care may have greater educational needs. California regulations require Juvenile Courts to determine foster youths' educational needs, identify a plan for meeting those needs, and review reports regarding those needs from CFS. The tutoring services program is designed to increase the academic success of foster youth placed under the care and supervision of CFS by the Juvenile Court. CFS has contracted for Tutoring Services since 2008.

Each contract is written in an amount not to exceed \$525,000 for the three-year contract period. Combined spending will not exceed \$175,000 annually. The contracts are written in this manner to establish a Board of Supervisors approved list of qualified vendors and allow CFS the flexibility of selecting the vendor that best meets County and client service needs.

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The contracts do not include a guaranteed minimum or maximum number of referrals, and contractors will be paid on a fee-for-service basis. The contracts may be terminated by the County for cause, with 30-days written notice to the contractor. County staff will monitor contractor invoices at both the individual and aggregate levels to ensure total payments do not exceed the authorized amounts.

Contractor performance will be monitored by review of monthly reports and an annual monitoring visit by County staff to ensure compliance with the administrative, program, and fiscal terms and conditions of the contract.

**PROCUREMENT**

The County Administrative Office approved and authorized the release of a Request for Proposals (RFP) on April 12, 2021 (RFP HS 20-12/ePro Bid # PROB21-PROB-4095) to solicit proposals from interested and qualified agencies to provide Tutoring Services county-wide for a three-year period of July 1, 2021 through June 30, 2024. The RFP was publically advertised through direct mailings to 44 education providers, tutoring providers, community-based organizations, and other interested parties and posted on the County Electronic Procurement Network (ePro).

Nine agencies attended the mandatory proposal conference on April 21, 2021. Four proposals were received in response to the RFP by the established deadline. All four proposals met the minimum requirements and were evaluated by a team of representatives from the Probation Department based on the selection criteria listed in the RFP. Based on the evaluation results, the four agencies listed in the Recommendation are being recommended for contract. No written protests were received.

**REVIEW BY OTHERS**

This item has been reviewed by Human Services Contracts (Jennifer Mulhall-Daudel, Contracts Manager, 388-0241) on May 27, 2021; County Counsel (Julie Surber, Principal Assistant County Counsel, 387-5455) on May 28, 2021; Purchasing (Bruce Cole, Supervising Buyer, 387-2148) on June 4, 2021; Finance (John Hallen, Administrative Analyst, 388-0208) on June 2, 2021; and County Finance and Administration (Tanya Bratton, Deputy Executive Officer, 388-0332) on June 2, 2021.

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Record of Action of the Board of Supervisors  
County of San Bernardino

**APPROVED (CONSENT CALENDAR)**

Moved: Joe Baca, Jr. Seconded: Dawn Rowe

Ayes: Col. Paul Cook (Ret.), Janice Rutherford, Dawn Rowe, Curt Hagman, Joe Baca, Jr.

Lynna Monell, CLERK OF THE BOARD

BY   
DATED: June 22, 2021



cc: CFS - Hamman w/agrees  
Contractor - C/O CFS w/agree  
File - w/agree

CCM 06/29/2021