

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

**June 18, 2025**

**FROM**

**SHARON NEVINS, Director, Department of Aging and Adult Services**

**SUBJECT**

Contract with Inland Counties Legal Services for Older Adult Legal Services

**RECOMMENDATION(S)**

Approve **Contract No. 25-451** with Inland Counties Legal Services to provide legal services to older adults, in an amount not to exceed \$350,000, for the period of July 1, 2025 through June 30, 2026.

(Presenter: Sharon Nevins, Director, 891-3917)

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

**Promote the Countywide Vision.**

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

**FINANCIAL IMPACT**

This item does not impact Discretionary General Funding (Net County Cost). The contract amount of \$350,000 for older adult legal services is 100% funded by Federal Older Americans Act Title III-B (OAA) revenue. The Contractor must provide matching contributions equal to at least 11.11% of the total of Title III Federal Area Plan (AP) revenue provided by the California Department of Aging (CDA) and 25% of funding provided under American Rescue Plan Act (ARP) funds issued by DAAS-PG annually for this program. Adequate appropriation and revenue are included in the Department of Aging and Adult Services (DAAS) 2025-26 budget. If funding has declined or been reduced by the Federal Government, then the County can reduce or terminate the contract.

**BACKGROUND INFORMATION**

The OAA was designed to maintain the welfare and dignity of older adults and to meet the diverse needs of this population. As the designated Area Agency on Aging, DAAS has received funding to provide older adult legal services since 1985. Examples of legal services most utilized by older adults are estate planning, wills and trusts, bankruptcy and debt collection, advance health care directives, and housing concerns such as landlord/tenant issues, foreclosures and reverse mortgages.

The target population for these services includes older adults (60 years of age and older) with the greatest economic and/or social need with particular attention to low-income minority adults and older adults residing in rural areas. It also includes older adults with severe disabilities, limited English proficiency, Alzheimer's disease and related disorders with neurological and organic brain dysfunction, and/or at risk for institutional placement. DAAS estimates that

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approximately 1,000 older adults will receive approximately 5,800 hours of services at an average cost of \$350 per client.

Contractor performance will be measured by reviewing monthly reports and annual site visits by County staff to monitor compliance with the administrative, fiscal, and program requirements of the contract. The contract may be terminated by the County immediately in the event that funds are not available and without cause by serving a written notice to the Contractor 30 days in advance of termination.

**PROCUREMENT**

On February 23, 2025, the County Administrative Office approved and authorized the release of Request for Proposals (RFP) No. HS 24-22-DAAS125-OAAGI-5667 to solicit proposals from interested and qualified agencies to provide senior legal services. The RFP was advertised in the County's Electronic Procurement Network (ePro) and mailed to prospective vendors.

Only one agency, Inland Counties Legal Services (ICLS) submitted a proposal in response to the RFP. The proposal was subject to an initial review to confirm responsiveness by determining whether it included the stipulated content, required certifications and licensing, was presented in the required format, and contained the agreement to County's specified fees for service.

A formal evaluation of the single proposal was not required. The proposal was reviewed by representatives of DAAS for the following criteria: cost, ability to provide required matching funds, ability to identify and provide service to targeted population, program description, detailed plan of activities, experience, personnel and qualifications, and administrative capability. Based on the review, ICLS was recommended for award because the proposal was determined to offer a high level of case management, documented extensive experience working with the targeted population, and ability to meet the overall needs of the County. No protests were received as the contract was awarded to the only vendor who submitted a proposal. ICLS has been providing legal services to older adults in the County for more than 20 years, and possesses the qualifications and experience required.

**REVIEW BY OTHERS**

This item has been reviewed by Human Services Contracts (Patty Steven, Contracts Manager, 388-0241) on May 6, 2025; County Counsel (Jacqueline Carey-Wilson, Deputy County Counsel, 387-4334) on May 20, 2025; Finance (John Hallen, Principal Administrative Analyst, 388-0208) on May 29, 2025; and County Finance and Administration (Cheryl Adams, Deputy Executive Officer, 388-0332) on May 30, 2025.

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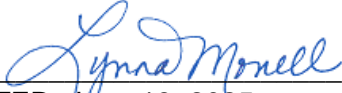
Record of Action of the Board of Supervisors  
San Bernardino County

**APPROVED (CONSENT CALENDAR)**

Moved: Curt Hagman Seconded: Joe Baca, Jr.  
Ayes: Col. Paul Cook (Ret.), Jesse Armendarez, Dawn Rowe, Curt Hagman, Joe Baca, Jr.

Lynna Monell, CLERK OF THE BOARD

BY

  
DATED: June 18, 2025



cc: DAAS - Ettari w/ agree  
Contractor c/o DAAS w/ agree  
File w/ agree  
JLL 06/26/2025