

**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

Contracts for Older Adult Supportive Services

RECOMMENDATION(S)

Approve contracts with the following agencies to provide supportive services to older adults, in a combined total contract amount not to exceed \$700,000, for the period of July 1, 2025, through June 30, 2026:

1. Bonnie Baker Senior Citizens Club, Inc., in an amount not to exceed \$65,000.
(Agreement No. 25-443)
2. City of Montclair, in an amount not to exceed \$20,000. **(Agreement No. 25-444)**
3. Highland District Council on Aging, Inc. dba Highland Senior Center, in an amount not to exceed \$55,000. **(Agreement No. 25-445)**
4. Inland Caregivers Resource Center, Inc., in an amount not to exceed \$250,000.
(Agreement No. 25-446)
5. Needles Senior Citizens Club, in an amount not to exceed \$30,000.
(Agreement No. 25-447)
6. Reach Out Morongo Basin, in an amount not to exceed \$100,000. **(Agreement No. 25-448)**
7. Unique Adult Day Homecare, in an amount not to exceed \$75,000.
(Agreement No. 25-449)
8. Victor Valley Community Services Council, in an amount not to exceed \$105,000.
(Agreement No. 25-450)

(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 total contract amount of \$700,000 for older adult supportive services is 100% funded by Federal Older Americans Act Title III-B (OAA) revenue. Adequate appropriation and revenue are included in the Department of Aging and Adult Services (DAAS) 2025-26 budget. If funding has been reduced by the Federal Government, 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 programs and opportunities, referred to as "Supportive Services" to older

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adults since 1985. The supportive services programs provide a variety of services to address functional limitations, promote socialization, maintain health and independence, and promote access to and participation in the local community. Services include but are not limited to in-home services (e.g., personal care, homemaker, chore services, residential repair and day care), access to the community (assisted transportation), and activities in local senior centers.

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, with severe disabilities, limited English proficiency, Alzheimer's disease and related disorders with neurological and organic brain dysfunction, and at risk for institutional placement. DAAS estimates that the recommended contracts will provide approximately 20,350 units of service to a minimum of 1,342 of unduplicated clients. A unit of service is one modification for Residential Repairs, one 1-way trip for Assisted Transportation and one hour for all other services.

PROCUREMENT

On January 13, 2025, the County Administrative Office approved and authorized the release of Request for Proposals (RFP) No. HS 24-20-DAAS125-OAAGI-5658 to solicit proposals from interested and qualified agencies to provide older adult supportive services. The RFP was advertised in the County's Electronic Procurement Network (ePro) and mailed to prospective vendors. The RFP closed on February 21, 2025, and eight bids were received from the following agencies:

Agency	Services Offered	Service Locations
Bonnie Baker Senior Citizens Club, Inc.	Residential Repairs Senior Center Activities	East Desert
City of Montclair	Assisted Transportation Senior Center Activities	West Valley
Highland Senior Center	Assisted Transportation	East Valley
Inland Caregivers Resource Center, Inc.	Adult Day Care Chore Homemaker Personal Care Senior Center Activities	East Desert East Valley Morongo Basin Northwestern Desert San Bernardino Mountains Victor Valley West Valley
Needles Senior Citizens Club	Senior Center Activities	East Desert
Reach Out Morongo Basin	Assisted Transportation Chore Homemaker Residential Repairs Senior Center Activities	Morongo Basin
Unique Adult Day Homecare	Chore Homemaker Personal Care	Victor Valley West Valley
Victor Valley Community Services Council	Assisted Transportation Chore Homemaker Residential Repairs Senior Center Activities	Victor Valley

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The proposals were subject to an initial review to confirm responsiveness by determining whether they included the stipulated content, required certifications and licensing, were presented in the required format, and contained the agreement to the County's specified terms. All proposals were considered responsive.

A formal evaluation of the proposals was completed by a team of representatives from DAAS. The proposals were evaluated based on program description, cost, financial stability, administrative capability, experience serving older adults, geographical areas to be served, and the ability to secure additional sources of funding. Based on these criteria and available funding, all eight proposers were recommended for a contract award. There were no protests.

Contractor performance will be measured by reviewing monthly reports and biennial 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 written notice to the Contractor 30 days in advance of termination.

REVIEW BY OTHERS

This item has been reviewed by Human Services Contracts (Patty Steven, Contracts Manager, 388-0241) on May 21, 2025; County Counsel (Jackie Carey-Wilson, Deputy County Counsel, 387-4334) on May 23, 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/ agrees
Contractor c/o DAAS w/ agree
File w/ agree
JLL 06/26/2025