

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

July 27, 2021

FROM

SHARON NEVINS, Director, Department of Aging and Adult Services

SUBJECT

Contracts for Senior Supportive Services

RECOMMENDATION(S)

Approve contracts with the following agencies to provide Senior Supportive Services in a combined total contract amount not to exceed \$1,813,000, for the total contract period of July 1, 2021 through June 30, 2024:

1. Bonnie Baker Senior Citizens Club, in a contract amount not to exceed \$135,000, **Contract No. 21-561.**
2. City of Montclair, in a contract amount not to exceed \$165,000, **Contract No. 21-562.**
3. Highland District Council on Aging, Inc., in a contract amount not to exceed \$140,000, **Contract No. 21-563.**
4. Inland Caregivers Resource Center, Inc., in a contract amount not to exceed \$510,000, **Contract No. 21-564.**
5. Lucerne Valley Senior Citizens, in a contract amount not to exceed \$66,000, **Contract No. 21-565.**
6. Needles Senior Citizens Club, Inc., in a contract amount not to exceed \$51,000, **Contract No. 21-566.**
7. Reach Out Morongo Basin, in a contract amount not to exceed \$260,000, **Contract No. 21-567.**
8. Senior Citizens of Phelan, in a contract amount not to exceed \$51,000, **Contract No. 21-568.**
9. Trona Community Senior Center Operations, Inc., in a contract amount not to exceed \$150,000, **Contract No. 21-569.**
10. Victor Valley Community Services Council, in a contract amount not to exceed \$285,000, **Contract No. 21-570.**

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

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 impact Discretionary General Funding (Net County Cost). The total amount of these contracts is \$1,813,000 and is 100% federally funded through the Older Americans Act (OAA). Adequate appropriation and revenue have been included in the Department of Aging and Adult Services' (DAAS) 2021-22 budget and will be included in future recommended budgets.

BACKGROUND INFORMATION

The recommended contracts will provide Senior Supportive Services to approximately 2,671 unduplicated clients per year at an average approximate cost per client of \$679. Seniors will be served in cities within the geographical area as specified in each contract. As the designated Area Agency on Aging, DAAS has received funding for the last 45 years from the OAA Title III-B to provide programs and opportunities, which are referred to as "Senior Supportive Services." The Senior Supportive Services program provides a variety of services to seniors 60 years of age and older 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, day care), access to the community (assisted transportation), and activities in local senior centers.

Contractor performance will be measured by reviewing the required monthly reports and biennial site visits by DAAS staff to monitor compliance with the fiscal and program elements of the contract. The administrative compliance monitoring will be conducted by Human Services (HS) staff annually by desk audit. The contracts may be terminated immediately in the event that funds are not available to the County, and without cause by the County by serving a written notice to the Contractor 30 days in advance of termination.

PROCUREMENT

On March 15, 2021, the County Administrative Office approved and authorized Human Services (HS) to release of a Request for Proposal (RFP) to solicit proposals from qualified agencies to provide Senior Supportive Services countywide. The RFP was advertised through the County's Electronic Procurement Network (e-Pro). The bids closed May 10, 2021. HS received 11 qualified applications from the following agencies in response to the RFP.

Proposer	Service(s)	Cost Per Year	Geographic Area(s)
Avector, LLC.	Housing services, assisted transportation and senior activities	\$158,213 with 2.5% increase for inflation each year	Barstow (North Desert)
Bonnie Baker Senior Citizens Club	Residential repairs/modifications and senior center activities	\$35,000	East Desert Region
City of Montclair	Transportation, and senior activities	\$20,000	City of Montclair

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Proposer	Service(s)	Cost Per Year	Geographic Area(s)
Highland District Council on Aging, Inc.	Transportation	\$46,000	Highland, San Bernardino, Redlands, Loma Linda and Yucaipa.
Inland Caregivers Resource Center, Inc.	Personal care, homemaker, chores, residential repair and adult day care	\$57,000	All Regions
Lucerne Valley Senior Citizens	Senior Center activities	\$14,000	Victor Valley Region
Needles Senior Citizens Club, Inc.	Senior Center activities	\$10,000	Needles
Reach Out Morongo Basin	Homemaker, chores, transportation, senior activities	\$45,000	Morongo Basin
Senior Citizens of Phelan	Senior Center activities	\$10,000	Victor Valley Region
Trona Community Senior Center Operations, Inc.	Senior Center activities	\$45,000	Trona
Victor Valley Community Services Council	Homemaker, chores, residential repairs, assisted transportation and Senior Activities	\$78,100	North Desert and Victor Valley Regions

An evaluation of the applications was completed by a team that included representatives from Program Development Division and the Transitional Assistance Department. The applications were evaluated based on program description, cost, financial stability, administrative capability, experience serving seniors, geographical areas to be served, and the ability to secure additional

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sources of funding. Based on these criteria, negotiations, and available funding, the following 10 agencies are recommended for contract award:

1. Bonnie Baker Senior Citizens Club
2. City of Montclair
3. Highland District Council on Aging, Inc.
4. Inland Caregivers Resource Center, Inc.
5. Lucerne Valley Senior Citizens
6. Needles Senior Citizens Club, Inc.
7. Reach Out Morongo Basin
8. Senior Citizens of Phelan
9. Trona Community Senior Center Operations, Inc.
10. Victor Valley Community Services Council

The agency not recommended for contract award was unsuccessful in the procurement process because of one or more of the following reasons: letter of intent not received, cost, ability to provide services, experience providing services, available staffing and resources, or geographical region/service area served. The unsuccessful agency was notified during the RFP process that they may protest the qualification review by submitting a formal protest letter to the HS Contracts Unit by June 14, 2021. No protests were received.

This item is being presented to the Board of Supervisors (Board) at this time, as it was discovered during the evaluation process on May 27, 2021, that no bids received included the required Title III-B Adult Day Care services. DAAS reached out to all proposed vendors on June 9, 2021, and on June 25, 2021, Inland Caregivers Resource Center, Inc. agreed to provide the Adult Day Care services due to the reopening of the State following the COVID-19 pandemic on June 15, 2021. This is the first date available for presentation following the required administrative, operational, and legal reviews. Board approval at this time will not impact DAAS' services or activities, as all existing vendors have continued to provide services.

REVIEW BY OTHERS

This item has been reviewed by Human Services Contracts (Becky Giroux, Contracts Manager, 388-0241) on July 1, 2021; County Counsel (Jacqueline Carey-Wilson, Deputy County Counsel, 387-5455) on July 6, 2021; Purchasing (Bruce Cole, Supervising Buyer, 387-2148) on July 6, 2021; Finance (Christopher Lange, Administrative Analyst, 386-8393) on July 6, 2021; and County Finance and Administration (Tanya Bratton, Deputy Executive Officer, 388-0332) on July 6, 2021.

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Record of Action of the Board of Supervisors
San Bernardino County

APPROVED (CONSENT CALENDAR)

Moved: Dawn Rowe Seconded: Col. Paul Cook (Ret.)

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

Lynna Monell, CLERK OF THE BOARD

BY 
DATED: July 27, 2021



cc: DAAS - Steven w/agrees
Contractor - C/O DAAS w/agree
File - w/agree

CCM 07/28/2021