



county of Santa Cruz

HUMAN RESOURCES AGENCY

CECILIA ESPINOLA, ADMINISTRATOR

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June 9, 1998

Agenda: June 23, 1998

BOARD OF SUPERVISORS

County of Santa Cruz

701 Ocean Street

Santa Cruz, California

APPROVAL OF IN-HOME SUPPORTIVE SERVICES CONTRACT AWARD

Dear Members of the Board:

On April 28, 1998 your Board approved the release of an Invitation for Bids (IFB) for In-Home Supportive Services (IHSS) and directed the Human Resources Agency (HRA) to report back to your Board regarding the recommendation for contract award, which was deferred to your June 23, 1998 meeting. In accordance with the California Department of Social Services (CDSS) Manual of Policies and Procedures (MPP) Section 23-625, a public hearing is scheduled on June 23, 1998, in order to consider the bids and award a contract.

The purpose of this letter is to report to your Board regarding the recommendation for the contract award for IHSS, for the period of August 1, 1998 through June 30, 1999, with a possible one-year renewal. The contract is on file with the Clerk of the Board.

Appropriations and funding for the contract are included in HRA's recommended FY 1998/99 budget.

Bid Review Process

The bid period for In-Home Supportive Services IFB #98-99 opened on April 28, 1998 and closed on May 19, 1998. Two bids were received and were reviewed by the Bid Review Committee, composed of members and staff of the Seniors Commission, the Human Services Commission, the Commission on Disabilities, and HRA staff from the Adult, Family and Children's Services Division. Additional information was requested and received from one of the bidders, as allowed by CDSS MPP Section 23-616. Analysis of the financial statements was completed by the Santa Cruz County Auditor-Controller's Office.

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The Committee met on May 22, 1998 and utilized a rating sheet designed to capture whether bidders were responsive and responsible. Bids are summarized below.

Bid Summaries

Addus HealthCare Inc., of Chicago, Illinois, submitted a bid with an hourly rate of \$12.38. The bid was judged by the Bid Review Committee to be both responsive and responsible. The Committee requested clarification regarding two points and received additional materials which answered all of the Committee's questions.

Assisted Care, Inc., d.b.a. AJG Services of Spring Valley, California, submitted a bid with an hourly rate of \$12.51. The bid was judged by the Bid Review Committee to be both responsive and responsible. AJG Services is the current contractor.

Recommendation

In accordance with CDSS Manual of Policies and Procedures Section 23-620, HRA is recommending that the lowest responsive and responsible bidder be awarded the Santa Cruz County IHSS Contract for 1998/99. The recommended contractor is Addus HealthCare, Inc., of Chicago, Illinois.

The protest period concluded on June 5, 1998 and it is anticipated that any protests will be resolved prior to your meeting on June 23.

Transition of Contract

Several measures will be taken to ensure a smooth transition to the new contractor. Recipients and community agencies will receive a letter explaining the change. The new contractor will offer employment to the current workforce. Staff will obtain employee records and client files and provide them to the new contractor, and meet with both contractors as needed to make the transition.

IT IS THEREFORE RECOMMENDED that your Board

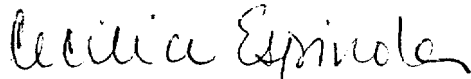
1. Approve the award of the IHSS contract for the period of August 1, 1998 through June 30, 1999 at the rate of \$12.38 per hour for 168,667 hours, in the maximum amount of \$2,088,381 to Addus HealthCare, Inc. of Chicago, Illinois;
2. Authorize the HRA Administrator to sign the IHSS contract on behalf of the County, following the public hearing and Board approval on June 23, 1998 and begin the contract transition period on July 1, 1998, contingent upon approval of HRA's recommended FY 1998/99 budget.

BOARD OF SUPERVISORS

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Very truly yours,

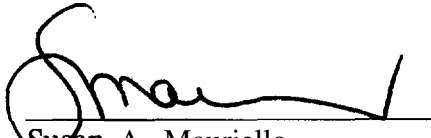


CECILIA ESPINOLA

Administrator

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RECOMMENDED:



Susan A. Mauriello

County Administrative Officer

cc: County Counsel

Risk Management

Auditor-Controller

Commission on Disabilities

Human Services Commission

California Department of Social Services

Seniors Commission

Long Term Care Interagency Commission

COUNTY OF SANTA CRUZ
REQUEST FOR APPROVAL OF AGREEMENT

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0: Board of Supervisors
County Administrative Officer
County Counsel
Auditor-Controller

FROM: _____ Human Resources Agency (Dept.)
[Signature] (Signature) 6/9/98 (Date)

The Board of Supervisors is hereby requested to approve the attached agreement and authorize the execution of the same.

Said agreement is between the _____ County of Santa Cruz Human Resources Agency (Agency)
and Addus HealthCare Inc., 10 West Kinzie Chicano, Illinois 60610 (Name & Address)

The agreement will provide In-Home Supportive Services to elderly and disabled recipients
of JHSS residing in Santa Cruz County

The agreement is needed _____ to provide services at a rate of \$12.38 per hour

Period of the agreement is from 8/1/98 to 6/30/99

Anticipated cost is \$ 1,908,487 (Fixed amount; Monthly rate; Not to exceed)

Remarks: _____ Maximum contract amount: \$2,088,381
Contact person: Jodie Harris X4741

Appropriations are budgeted in 392100 (Index#) 4545 (Subobject)

NOTE: IF APPROPRIATIONS ARE INSUFFICIENT, ATTACH COMPLETED FORM AUD-74

Appropriations are available and have been encumbered. Contract No. CO 81270A Date 6/14/98
are not will be

Subject to 98/99 Final Budget

GARY A. KNUTSON, Auditor - Controller

By Linda Chou Deputy.

Proposal reviewed and approved. It is recommended that the Board of Supervisors approve the agreement and authorize the
HRA Administrator to execute the same on behalf of the _____

Human Resources Agency (Agency).

County Administrative Officer

Remarks: _____
[Signature] (Analyst)

By [Signature] Date 6/11/98

Agreement approved as to form. Date _____

Distribution:

Bd. of Supv. - White
Auditor-Controller - Blue
County Counsel - Green *
Co. Admin. Officer - Canary
Auditor-Controller - Pink
Originating Dept. - Goldenrod

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ADM - 29 (6/95)

State of California)
County of Santa Cruz) ss

I _____ ex-officio Clerk of the Board of Supervisors of the County of Santa Cruz,
State of California, do hereby certify that the foregoing request for approval of agreement was approved by
said Board of Supervisors as recommended by the County Administrative Officer by an order duly entered
in the minutes of said Board on _____ County Administrative Officer

_____ 19____ By _____ Deputy Clerk