



county of Santa Cruz

0435

HUMAN RESOURCES AGENCY

CECILIA ESPINOLA, ADMINISTRATOR

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May 9, 2000

Agenda: May 23, 2000

BOARD OF SUPERVISORS
County of Santa Cruz
701 Ocean Street
Santa Cruz, California

IN-HOME SUPPORTIVE SERVICES CONTRACT PROCUREMENT AND PROPOSED EXTENSION

Dear Members of the Board:

As you know, the Human Resources Agency (HRA) issued an In-Home Supportive Services (IHSS) Request for Proposals (RFP) #00/01 and IHSS Draft Contract for FY2000-2001. Your Board authorized HRA to issue the RFP on March 21, 2000 and directed HRA to report back regarding the recommendation for a contract award at the May 23, 2000 meeting.

Despite extensive advertising, as required by the California Department of Social Services (CDSS), HRA received only one proposal to furnish IHSS. Based upon evaluation by the Proposal Review Committee, comprehensive staff analysis, and consultation with CDSS, the proposal was non-responsive as defined in the CDSS Management and Office Procedures Manual Section 23-601.25. The proposal did not substantially comply with the requirements of the RFP.

In accordance with the CDSS Manual Section 23-650, HRA now proposes to procure the IHSS contract through negotiation. Procurement by negotiation is a competitive process in which the County seeks interested parties and evaluates their proposals. Interested parties are expected to meet the requirements described in the original RFP. Proposals are also evaluated for price, business reputation, and quality of services offered. As a part of the procurement process, HRA proposes to reconvene the Proposal Review Committee that reviewed the original proposals, as needed. HRA will also follow CDSS requirements for notification to interested parties of proposed contract awards, for a protest period, and for public hearings before your Board.

In order to complete a fair and competitive procurement process, it will be necessary to extend the current contract with Addus HealthCare, Inc. as provided for in Section 23-62 1.13 of the CDSS Manual. The current contract expires on June 30, 2000; therefore HRA proposes to negotiate an amendment to extend the contract through September 30, 2000.

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IT IS THEREFORE RECOMMENDED that your Board:

1. Authorize the HRA Administrator to procure in-home supportive services through negotiation, to re-convene the previously approved Proposal Review Committee, as needed, to evaluate proposals, to notify interested parties of the proposed contract award(s), and to respond to protests to the proposed contract award(s);
2. Direct the HRA Administrator to report back to your Board on or before August 15, 2000 regarding the recommendation for contract award(s) and to set a public hearing on that same day to formally consider proposals and to award a contract or contracts; and
3. Direct the HRA Administrator to negotiate with Addus HealthCare, Inc. to extend the current contract through September 30, 2000, and to return to your Board on or before June 27, 2000 with a proposed contract amendment.

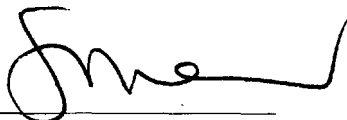
Very truly yours,



Cecilia Espinola
Administrator

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RECOMMENDED:



Susan A. Mauriello
County Administrative Officer

cc: County Administrative Office
County Counsel
California Department of Social Services
Seniors Commission
Commission on Disabilities
Human Services Commission
Long Term Care Interagency Commission
United Domestic Workers Union
Addus HealthCare, Inc.