

# County of Santa Clara Social Services Agency

Department of Development & Operational Planning  
Office of Contracts Management



SSA02 060909

Prepared by: Tonhu Pecoraro  
Sr. Management Analyst

Reviewed by: May Garcia  
Contracts Manager

Submitted by: Gina Sessions  
SSA - Director, Department of  
Development & Operational Planning  
Teresa Castellanos  
Interim Human Relations Manager

DATE: June 9, 2009

TO: Board of Supervisors

FROM:   
Will Lightbourne  
Agency Director, Social Services Agency

SUBJECT: Approve Delegation of Authority Relating to the Programs for Immigrant Integration (PII) Agreements and Status Offender Services (SOS) Agreements

## **RECOMMENDED ACTION**

Approve delegation of authority to the Director of the Social Services Agency, or designee, to negotiate, execute, amend and terminate the Programs for Immigrant Integration (PII) agreements and Status Offender Services (SOS) agreements in an amount not to exceed \$1,949,102 for the period July 1, 2009 through June 30, 2010 following approval by County Counsel as to form and legality, and approval by the Office of the County Executive. Delegation of Authority will expire on June 30, 2010.

## **FISCAL IMPLICATIONS**

The ongoing fund level of \$561,205 for PII contracts and \$1,387,897 for SOS contracts are included in the Social Services Agency's recommended budget for FY 2009-10.

## **CONTRACT HISTORY**

### **Programs for Immigrant Integration (PII) - \$561-205**

On October 23, the Social Services Agency submitted a transmittal to the CSFC with the following recommendations: a) Accept the concepts for the Programs for Immigrant Integration Request for Proposals (PII RFP) for FY 2009-10, and b) Approve the release of the PII RFP for FY 2009-10. The CSFC directed the administration to come back with a report addressing the following questions: description of services, duplication of services, releasing the RFP versus extending current contracts and impact of one-time funding.

On December 18, 2008, the CSFC accepted and forwarded SSA's report and recommendations to the Board of Supervisors for approval.

On January 13, 2009, the Board of Supervisors accepted the CSFC recommendations regarding the PII report on program funding and service areas, delayed the release of the PII Request for Proposals for FY 2009-10 and directed the administration to extend existing agreements through 2009-10 at budgeted levels, subject to approval by the Board of Supervisors as part of the FY 2009-10 budget process.

### **Status Offender Services (SOS) - \$1,387,897**

On January 26, 2009, the Social Services Agency submitted a transmittal to the CSFC with the following recommendations: a) Delay the release of the Status Offender Services (SOS) Request for Proposals (RFP) for FY 2009-10 and direct the administration to extend existing agreements through FY 2009-10 at budgeted levels subject to approval of the Board of Supervisors, or b) Approve the release of the Status Offender Services RFP with recommended funding at ongoing fund level, or c) Approve the release of the Status Offender Services RFP with recommended funding at ongoing and one-time fund level. The CSFC accepted action item (a) and forwarded its recommendation to the Board of Supervisors for approval as part of the FY 2009-10 budget process.

On February 10, 2009, the Board of Supervisors accepted the CSFC recommendation to delay the release of the SOS RFP for FY 2009-10 and directed the administration to extend existing agreements through FY 2009-10 at budgeted levels, subject to approval by the Board of Supervisors as part of the FY 2009-10 budget process.

## **REASONS FOR RECOMMENDATION**

In accordance with Board supervisors' policy for entering into Agreements when cumulative total exceeds \$100,000 per provider, per budget unit, per fiscal year, the Social Services Agency is requesting delegation of authority to negotiate and execute the agreements with PII and SOS service providers.

The PII services support the attainment of citizenship by providing citizenship assistance for low-income immigrants to allow them to re-establish eligibility for food stamps and other federal benefits, and allow them to vote and participate in civil society. The SOS contracts deliver mobile crisis response and intervention, emergency shelter and truancy reduction services to the County of Santa Clara's status offender youth population. The recommended action will enable the Director of the Social Services Agency, or designee, to negotiate, execute, amend and terminate the Programs for Immigrant Integration (PII) agreements and Status Offender Services (SOS) agreements for FY 2009-10. Approval of the recommended action will allow services to continue without interruption for one year.

### **CONSEQUENCES OF NEGATIVE ACTION**

Negative action may disrupt continuity of services for clients in the Programs for Immigrant Integration (PII) and Status Offender Services (SOS) Program.

### **STEPS FOLLOWING APPROVAL**

Upon approval, the Clerk of the Board will follow the normal process for this type of action.