

# County of Santa Clara Social Services Agency

Department of Development & Operational Planning  
Office of Contracts Management



SSA05 092909

Prepared by: Verna Johnson  
Contracts Analyst

Reviewed by: Lynette Harrisson  
Contracts Program Manager  
Lori Medina  
Acting Director, Department of Family  
& Children's Services

Submitted by: Gina Sessions  
SSA - Director, Department of  
Development & Operational Planning

DATE: September 29, 2009

TO: Board of Supervisors

FROM:   
Will Lightbourne  
Agency Director, Social Services Agency

SUBJECT: Approve Delegation of Authority to Amend the Technical Resource Management, Inc. dba Norchem Drug Testing Agreement

## **RECOMMENDED ACTION**

Approve delegation of authority to the Director of the Social Services Agency, or designee, to negotiate, execute, amend, terminate, and take any and all necessary or advisable actions relating to the Board Contract with Technical Resource Management, Inc. (dba Norchem Drug Testing) to provide substance abuse testing services in an amount not to exceed \$600,000, unless additional revenue is available, for period October 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 shall expire on June 30, 2011.

## **FISCAL IMPLICATIONS**

There is no negative impact to the County General Fund as a result of the Recommended Action. The cost associated with this contract is included in the Agency's FY 2010 approved budget.

## **CONTRACT HISTORY**

Technical Resource Management (dba Norchem Drug Testing) was selected through a Request for Proposals (RFP) process released in August 2006 to provide substance abuse testing services to Department of Family and Children's Services clients who are court-ordered not to abuse substances as a condition of regaining custody of their children.

On June 24, 2009, the Board of Supervisors approved delegation of authority to the Director of the Social Services Agency to extend the current agreement to September 30, 2009 in order to continue services while the Agency conducted a formal procurement process. A request for proposals (RFP) was not released during this time, to allow county departments to review and determine if it is advantageous to release a single RFP for substance abuse testing services. Current delegation of authority for Norchem expires on September 30, 2009.

Norchem has satisfactorily performed the services outlined in the contract.

## **REASONS FOR RECOMMENDATION**

In accordance with the Board of Supervisors policy for entering into an Agreement, the Social Services Agency is requesting delegation of authority to amend our current agreement with Norchem Drug Testing. Delegation of authority will allow the agreement to continue for up to an additional two years which falls within the Board's policy for allowing contracts to continue beyond a three year term.

The Social Services Agency currently provides substance abuse testing to clients of the Department of Family and Children's Services. Other county departments such as the Departments of Probation and Alcohol and Drug Services also utilize substance abuse testing as a means to monitor client drug use. The Agency is requesting the current Norchem Drug Testing agreement be extended until June 30, 2010 with a possible additional one-year term to allow county departments to review and determine if it is advantageous to the County and our clients to release a single RFP for substance abuse testing services.

On August 28, 2009, the Agency participated in the first countywide meeting regarding coordinating substance abuse testing and results reporting.

## **BACKGROUND**

The Social Services Agency, Department of Family and Children's Services (DFCS) provides substance abuse testing services for clients who are court-ordered not to abuse substances as a condition of regaining custody of their children. Norchem provides DFCS with comprehensive sample collection and testing services that include: the leading technology available in forensic urine drug testing, coordination of multiple collection sites throughout the county and nationwide, 24 -hour web-based online access to test results, customized reporting tools, and expert witness and affidavit testimony.

## **CONSEQUENCES OF NEGATIVE ACTION**

The Social Services Agency will be unable to provide court-ordered substance abuse testing services while the Agency conducts a formal procurement process.

**STEPS FOLLOWING APPROVAL**

The Clerk of the Board will follow the usual steps for a transmittal of this type. The Social Services Agency Director, or designee, will amend the current Agreement with Norchem Drug Testing, extending the end date to June 30, 2010, and will forward a copy to the Clerk of the Board within 30 days of the execution of the amendment.