



**COUNTY OF SAN MATEO**  
**Inter-Departmental Correspondence**  
Human Services Agency

**DATE:** April 11, 2006  
**BOARD MEETING DATE:** May 2, 2006  
**SPECIAL NOTICE/HEARING:** None  
**VOTE REQUIRED:** Majority

**TO:** Honorable Board of Supervisors

**FROM:** Glen H. Brooks Jr., Interim Director, Human Services Agency  
Mark Lane, Director, Children and Family Services

**SUBJECT:** Fourth Amendment to the Agreement with El Centro de Libertad

**RECOMMENDATION:**

Adopt a Resolution Authorizing:

1. A Waiver of the Request for Proposal (RFP) process;
2. The Execution of a Fourth Amendment to the Agreement with El Centro de Libertad for an additional amount of \$31,000 for a new total contract obligation of \$130,788 for the provision of court mandated alcohol/drug testing; and
3. The Director of the Human Services Agency to execute subsequent amendments and minor modifications not to exceed an aggregate of \$25,000 and to make minor changes in the type of services and activities to be provided under the Agreement.

**VISION ALIGNMENT:**

**Commitment:** Ensuring basic health and safety for all.

**Goal (6):** Children grow up healthy in safe and supportive homes and neighborhood. The Agreement with El Centro de Libertad contributes to this commitment and goal by providing alcohol and drug testing for parents of children that are in the Child Welfare System to keep families healthy and safe.

**Performance Measure(s):**

<b>Measure</b>	<b>FY 2005-06 Projected</b>	<b>FY 2006-07 Projected</b>
Number of drug and alcohol testing to be conducted as mandated by the court.	1,785	2,300

**BACKGROUND:**

On July 1, 2002, the Human Services Agency (HSA) contracted with El Centro de Libertad to provide court mandated alcohol/drug testing for persons in the South part of San Mateo County referred by Children and Family Services (CFS) Social Workers. The contractor was chosen based on their location and expertise in providing these services.

On June 3, 2003, HSA signed Change Order Number 1 to add funds in the amount of \$20,000 bringing the total contract Obligation to \$37,788 for the continuation of alcohol/drug testing services to clients residing in the South part of San Mateo County.

On May 10, 2004, HSA mailed out an invitation for bids to twenty nine (29) service providers for the court mandated alcohol/drug testing services. Out of that list, only two (2) bids were received, one being El Centro de Libertad. The contractor was again selected to provide the same services due to their location and expertise in providing these services for FY2004-05.

On July 16, 2004, the County Manger's Office approved Change Order Number 2 to extend for an additional three years with El Centro de Libertad, which increased the amount by \$20,000 for a total obligation of \$57,788 and extended the term to June 30, 2007 for the continuation of alcohol/drug testing services to clients.

On July 14, 2005, the County Manager's Office approved Change Order Number 3 to add funds in the amount of \$42,000 bringing the total obligation to \$99,788 for the continuation of court mandated alcohol/drug testing to CFS clients for FY 2005-06.

**DISCUSSION:**

Midway through FY 2005-06, El Centro has seen an increase in the number of referrals and the frequency for which they test the clients. This Fourth Amendment to the Agreement will allow HSA to add funds to pay for services for the remaining months in FY 2005-06 and for the fifth year of the five year Agreement for services of the court mandated alcohol/drug testing in FY 2006-07. The scope of services as described in the original Agreement remains the same.

IRFP was conducted in May 2004 and only two providers responded. The County Manager's Office previously approved a three year extension of this Agreement. HSA plans to conduct a new RFP for services for FY 2007-08.

This Fourth Amendment to the Agreement includes all provisions that are required by county ordinance and administrative memoranda, including but not limited to insurance, hold harmless, non-discrimination, equal benefits and jury service policy.

**FISCAL IMPACT:**

The term of the Agreement will remain July 1, 2002 through June 30, 2007. This Fourth Amendment adds \$31,000 for a total contract obligation of \$130,788. Of the \$31,000, \$9,300 is funded through Child Welfare Services Funds and \$21,700 is Net County Cost. Funds have been budgeted in the FY 2005-06 Children and Family Services Budget and will be budgeted for FY 2006-07.