

THE BOARD OF SUPERVISORS OF THE COUNTY OF STANISLAUS
BOARD ACTION SUMMARY

DEPT: Community Services Agency

BOARD AGENDA #: *B-2(a)

AGENDA DATE: August 30, 2016

SUBJECT:

Approval to Issue a Request for Proposal (RFP) for the Provision of Social Security Disability Insurance and Social Security Income Retirement Benefits Advocacy Services for Children in Foster Care

BOARD ACTION AS FOLLOWS:

No. 2016-447

On motion of Supervisor Withrow, Seconded by Supervisor O'Brien
and approved by the following vote,

Ayes: Supervisors: O'Brien, Chiesa, Withrow, DeMartini, and Chairman Monteith

Noes: Supervisors: None

Excused or Absent: Supervisors: None

Abstaining: Supervisor: None

1) X Approved as recommended


2) _____ Denied

3) _____ Approved as amended

4) _____ Other:

MOTION:

ATTEST:


ELIZABETH A. KING, Clerk of the Board of Supervisors

File No.

**THE BOARD OF SUPERVISORS OF THE COUNTY OF STANISLAUS
AGENDA ITEM**

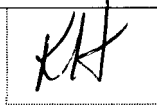
DEPT: Community Services Agency
Urgent Routine

BOARD AGENDA #: *B-2(a)

AGENDA DATE: August 30, 2016

CEO CONCURRENCE: phk

4/5 Vote Required: Yes No



SUBJECT:

Approval to Issue a Request for Proposal (RFP) for the Provision of Social Security Disability Insurance and Social Security Income Retirement Benefits Advocacy Services for Children in Foster Care

STAFF RECOMMENDATIONS:

1. Authorize the General Services Agency (GSA) Purchasing Division to issue a Request for Proposal (RFP) on behalf of the Community Services Agency for the provision of Social Security Disability Insurance and Social Security Income Retirement Benefits advocacy services for children in Foster Care for the contract period of July 1, 2017 through June 30, 2020.

DISCUSSION:

The Community Services Agency (CSA) contracts with numerous individuals and agencies to provide essential services to Stanislaus County residents. In most cases, individuals and agencies are selected through a competitive process, which takes into account specific expertise, as well as cost efficiency. Agreements are renewed based on a demonstrated ability to deliver required outcomes effectively, along with availability of funding. While a number of agencies have successful, long term partnering relationships with CSA, County procurement guidelines state that non-professional contracted services which have reached a \$45,000 cumulative level and have not been previously competitively procured or those that have been previously competitively procured but have now reached the maximum three year term imposed by the California Department of Social Services Management and Office Procedure 23-621, shall be competitively procured.

One of the program services that CSA provides via contract is Social Security Disability Insurance (SSI) and Social Security (SSA) Income Retirement Benefits advocacy services for children in Foster Care. CSA recognizes the unique need to provide the SSI and SSA Retirement Survivor Benefits advocacy services to children who are at least sixteen and one half (16 ½) years of age and adult SSI for children currently receiving SSI, upon reaching the age of seventeen and one half (17 ½) years of age and non-minor dependents in Extended Foster Care who were not receiving SSI as a minor.

CSA is seeking services comprising of activities such as screening and filing for Title II and Title XVI Change of Payee; screening and filing of initial SSI claims and/or Title II Social Security Benefits within thirty days of receipt of referrals of children currently in Foster Care; provide a SSI advocate to youth; complete the application process for completing and submitting SSI applications to the Social Security Administration; complete the required

Approval to Issue a Request for Proposal (RFP) for the Provision of Social Security Disability Insurance and Social Security Income Retirement Benefits Advocacy Services for Children in Foster Care

application forms and forward to the Project Manager for a Quality Assurance review; SSI advocate will collect, copy, assemble documents needed for applications and communicate to case worker exactly what information is needed for the child's file; provider will retain all copies of forms, documentation and information in a HIPAA (Health Insurance Portability and Accountability Act (HIPAA)) of 1996 compliant manner; provider will be in constant communication with caseworker throughout the entire process; and be responsible to follow up the applications with Social Security Administration office, review the denials and if appropriate to file a reconsideration or an appeal for denied applications.

The current provider, whose contract will expire on June 30, 2017, assisted approximately 20 foster children from July 1, 2015 to June 30, 2016. The process to get foster children approved for SSI Benefits is very time consuming. The comprehensive case reviews and on-going follow up with caseworkers and SSA resulted in approvals of twelve children for SSI during this time period. The approved SSI income provides financial assistance to young adults who have reached the age of 18.

The Community Services Agency is now requesting approval to issue a Request for Proposal (RFP) for the provision of Social Security Disability Insurance and Social Security Income Retirement advocacy services for children in Foster Care. The procurement method will be a "best value" approach, which means that the County is prepared to award a single contract or multiple contracts to the Proposer(s) who offer the most cost-effective and comprehensive solutions.

The Department will return to the Board upon completion of the RFP process with a final contract(s) recommendation.

POLICY ISSUE:

Approval to issue a Request for Proposal (RFP) for the provision of Social Security Disability Insurance and Social Security Income Retirement Benefits advocacy services will allow the Community Service Agency to meet the County Purchasing Department's procurement guidelines that state non-professional contracted services which have reached a \$45,000 cumulative level and have not yet been competitively procured or those that have been previously competitively procured but have now reached the maximum three year term imposed by the California Department of Social Services Management and Office Procedure 23-621 shall be competitively procured.

FISCAL IMPACT:

The total cost of the Social Security Disability Insurance and Social Security Income Retirement Benefits advocacy services contract(s) is estimated to be approximately \$16,300 for the period of July 1, 2017 through June 30, 2018. The appropriations and corresponding estimated revenues will be included in the Community Services Agency Fiscal Year 2017-2018 Proposed Budget submission. Social Security Disability Insurance and Social Security Income Retirement advocacy services for children in Foster Care appropriations and estimated revenues for the remaining two years of the awarded contract(s) is projected to be sustained at the Fiscal Year 2017-2018 funding level and will be included in the Agency's budget submission for the subsequent fiscal years.

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All operating costs are eligible for State and Federal reimbursement through all of CSA's funding streams. There will be no additional cost to the County's General Fund associated with the awarded contract.

Cost of recommended action:		\$ 16,300
Source(s) of Funding:		
All CSA Programs	15,811	
Existing CSA Net County Cost	489	
Funding Total:		\$ 16,300
Net Cost to County General Fund		\$ -

Fiscal Year:	2017/2018
Budget Adjustment/Appropriations needed:	NO

Fund Balance as of N/A

BOARD OF SUPERVISORS' PRIORITY:

Approval of this request to issue an RFP supports the Board of Supervisors' priorities of A Healthy Community, A Safe Community, Effective Partnerships and Efficient Delivery of Public Services by meeting a community need for services that improves the health and well-being of children and families in our community.

STAFFING IMPACT:

Existing Community Services Agency and General Services Agency Purchasing staff is available to support this RFP process.

CONTACT PERSON:

Kathryn M. Harwell, Director (209) 558-2500

ATTACHMENT(S):

None