

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

DEPT: Community Services Agency

BOARD AGENDA #: *B-2(b)

AGENDA DATE: August 30, 2016

SUBJECT:

Approval to Issue a Request for Proposal (RFP) for the Provision of Eviction Notice Services

BOARD ACTION AS FOLLOWS:

No. 2016-448

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) Approved as recommended

2) Denied

3) Approved as amended

4) Other:

MOTION:

ATTEST: Elizabeth A. King
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(b)

AGENDA DATE: August 30, 2016

CEO CONCURRENCE: *pht*

4/5 Vote Required: Yes No

KH

SUBJECT:

Approval to Issue a Request for Proposal (RFP) for the Provision of Eviction Notice Services

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 eviction notice services 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 eviction notice services. CSA has the need for eviction and trial fee notices to be served as a way to protect vulnerable adults from further abuse, including financial exploitation. The current provider is used for evictions and for serving the suspected abusers with evictions and unlawful detainers (which is the final step in the eviction process). A common scenario would include a younger relative moving in with their elderly relative and then the younger relative slowly begins abusing the elderly relative. The elderly relative initially is not willing to evict them; however, as the relationship deteriorates the elderly relative's only option is to request an eviction as the last resort to remove the "unwanted" person from the home which they have worked their whole life to attain. This is a valuable service for CSA customers as it returns a sense of dignity to customers and ensures a safe, more stable living environment.

The contracted provider will work with CSA social workers to pick up the completed eviction and trial notice to be served, serve eviction notices on the date of the issue of the notice, provide the proof of service form to staff upon completion of service, and notify staff

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immediately if service cannot be completed. If services cannot be completed, the provider notifies CSA and keeps CSA staff abreast of the services being delivered. Depending on the situation, CSA staff facilitates further communication between the customer and the provider until the situation is favorably resolved and the protective issue is resolved.

The current provider, whose contract will expire on June 30, 2017 served 49 eviction notices from July 1, 2015 through June 30, 2016 and has expended an average of \$11,309 per year for the past three years.

The Community Services Agency is now requesting approval to issue a Request for Proposal (RFP) for the provision of eviction notice services. 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 recommendation.

POLICY ISSUE:

Approval to issue a Request for Proposal (RFP) for the provision of eviction notice 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 eviction notice services contract is estimated to be approximately \$16,300 for the period of July 1, 2017 through June 30, 2018. As a result, appropriations and corresponding estimated revenues will be included in the Community Services Agency Fiscal Year 2017-2018 Proposed Budget submission. Eviction notice services appropriations and estimated revenues for the remaining two years of the awarded contract 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.

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.

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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 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