DELEGATION OF AUTHORITY COVER SHEET

TO BE COMPLETED BY DEPARTMENT/AGENCY

Department Submitting: Public Health ___________________________________________ Fiscal Year: 2008

Board Meeting Date and Agenda Item # when Delegation of Authority was approved: 04/24/2007, #12

Contractor’s Name: Planned Parenthood Mar Monte Amount of contract is? 2,158,967

What is the maximum amount of the Delegation of Authority? Unspecified

What is the end date of the Delegation? 6/30/2010

How much has been approved by Contract(s) to date? _______________________________________

(Add up the total amount of all contracts under this Delegation)

Is the insurance requirement current on the online Insurance Compliance System? Yes ☑ No ☐

If no, please explain _____________________________________________________________

A copy of the Executive Summary on the selection process is attached ☐ Yes

Contact Name: Leticia Medina Contact Number: 792-5108

Processing Requirements (Specific instructions to the OBA Analyst for distribution of approved copies):

Date Needed: __________________________ Comments: ________________________________

TO BE COMPLETED BY COUNTY COUNSEL, OBA ANALYST, AND OFFICE OF THE COUNTY EXECUTIVE:

Approved by County Counsel for form and legality Yes ☑ No ☐ __________________________

Recommended for Approval by OBA Yes ☐ No ☐ __________________________

Approved by Office of the County Executive Yes ☑ No ☐ __________________________

County Counsel Comments: __________________________________________________________

OBA Comments: _________________________________________________________________

Office of the County Executive Comments: ____________________________________________

Upon execution of agreement, forward a copy and any subsequent amendment(s) to: delegations@cob.sccgov.org, together with the delegation of authority transmittal. Department retains original copy of agreement on file.

Last updated: April 2008
County of Santa Clara  
Santa Clara Valley Health & Hospital System  
Public Health

DATE: April 24, 2007

TO: Board of Supervisors

FROM: Kim Roberts  
SCVHHS – Chief Executive Officer

SUBJECT: Delegation of Authority to Execute Agreement with Planned Parenthood Mar Monte for Adolescent Family Life Program/Cal–Learn Services

RECOMMENDED ACTION

Consider recommendations relating to the Adolescent Family Life Program/Cal–Learn Services.
Possible action:

a. Approve delegation of authority to Director of Public Health, or designee, to negotiate, execute, amend and extend contract with Planned Parenthood Mar Monte relating to providing Adolescent Family Life Program/Cal–Learn services to pregnant and parenting adolescent parents in an amount not to exceed $1,004,749 for period July 1, 2007 through June 30, 2008, with option for two one–year extensions, 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, 2010.

b. Approve delegation of authority to Director of Social Services Agency, or designee, to negotiate, execute, amend and extend contract with Planned Parenthood Mar Monte relating to providing Adolescent Family Life Program/Cal–Learn services to pregnant and parenting adolescent parents in an amount not to exceed $80,000 for period May 1, 2007 through June 30, 2007, 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, 2007.

FISCAL IMPLICATIONS

No County General Funds are required as a result of this action. In January 2007, the Board of Supervisors approved action to issue a Request for Proposal for the Adolescent Family Life Program (AFLP) and Cal–Learn Program. The delivery of these services by a community–based organization will result in County General Fund savings of $626,505 in FY 08. The changes to the Public Health budget reflecting these savings will be processed as part of the County's FY 2008 budget process.

The contract with Planned Parenthood Mar Monte will be fully grant funded with the Public Health Department acting as the fiscal agent. Funding sources for the programs include: Temporary Assistance for Needy Families (TANF), Federal Title V MCH Block Grant funds, and Federal Title XIX (Medicaid) funds.

CONTRACT HISTORY

On January 30, 2007, the Board of Supervisors accepted the recommendation from the Public Health Department and the Social Services Agency to issue a joint departmental Request for Proposal (RFP) for the Adolescent Family Life Program (AFLP) and the Cal–Learn Program in the amount of $1,004,749, and additional one–time start–up funding of $80,000 from the
Social Services Agency for the period of May 1, 2007 through June 30, 2007.

On February 1, 2007, the Public Health Department and the Social Services Agency jointly issued the RFP with an associated mandatory Bidder's Conference on February 9, 2007 and a closing date for proposal submission of March 9, 2007. A total of 5 proposals were received from the following organizations: Planned Parenthood Mar Monte, Gardner Family Health Network, YWCA, Bill Wilson Center and the Mexican American Community Services Agency (MACSA).

On March 16, 2007, a proposal review panel was convened comprised of five panelists, four from outside Santa Clara County with experience administering AFLP/Cal–Learn programs within their jurisdictions and one from the County's Social Services Agency, CalWORKS program. The evaluation tool (attached) was based upon the "Instructions to Proposers" section of the RFP, and was intended to provide a quantitative assessment of the proposals.

After the initial assessment, three of the proposals were selected for a second round of evaluation in the form of an oral interview. The oral interview with each of the three organizations was conducted on March 21, 2007 using questions related to areas of concern identified by the Board of Supervisors (adequate geographic distribution of service; staff competency; and assurance of a smooth transition from County to CBO) as well as potential operational issues identified by staff. The panel was comprised of four personnel from Public Health and one from the Social Services Agency. Planned Parenthood Mar Monte was selected as the new provider for these services.

Santa Clara County has been contracting for services with Planned Parenthood Mar Monte for many years. Planned Parenthood Mar Monte currently has contracts with Ambulatory and Community Health Services for primary medical care services, and the Public Health Department for immunization services.

This will be a Type II service contract per the Board of Supervisor's Contracting Principles. The supporting documentation will be on file with the department.

**REASONS FOR RECOMMENDATION**

Planned Parenthood Mar Monte (PPMM) demonstrated in both its written proposal and oral interview a strong background and the capacity to be successful in the implementation of this
program. Several key factors in the selection of this community-based organization included:

- Comprehensive transition plan
- Knowledge of the AFLP/Cal-Learn population through its Teen Success program (the majority of the Teen Success program participants are current AFLP/Cal-Learn clients)
- Excellent health care services on-site, including prenatal care, well-baby and primary care
- Demonstrated administrative and agency capacity (infrastructure) to support Cal-Learn's administrative and regulatory requirements
- Clear vision of the missions and goals of the two programs
- Excellent organizational structure, including staffing/client ratio of 1:40
- Geographic distribution and accessibility (service delivery sites will be located throughout Santa Clara County, with staff able to make the necessary home visits)
- Strong language capabilities (PPMM will enhance its Spanish and Vietnamese language capabilities when it recruits new staff) and
- Sound budget to handle the existing and new caseload

Cal-Learn and AFLP services will continue to be delivered via an intensive home/school based case management model. PPMM will hire a combination of Master and Bachelor level case managers with a minimum of four years experience in adolescent health and/or development. Staffing will include one program director, two program supervisors and 12.75 full-time equivalent case managers.

The Public Health Department and the Social Services Agency, under the guidance of ESA/Labor Relations, met labor contract requirements by meeting with the respective labor unions in a Meet and Confer. ESA and Labor Relations will work with the Public Health Department to in-place staff who currently occupy codes in the AFLP/Cal-Learn program into other HHS/County positions by July 1, 2007.

The Public Health Department is currently working with County Counsel and Planned Parenthood to negotiate a final draft of the contract.
The Board of Supervisors is being asked to approve the delegation of authority to execute the contract at this time in order to provide Planned Parenthood Mar Monte with sufficient time to implement the transition plan, including establishing the program infrastructure (policies, procedures and protocols), hiring staff, and developing the outreach plan and marketing materials. The Social Services Agency will assist PPMM with transition activities by providing $80,000 in start-up funding for the period May 1 through June 30, 2007. The start-up monies will cover costs needed for hiring and training staff prior to July 1, 2007, as well as allow for the purchase of furniture, computer equipment and other supplies needed to make the transition to PPMM successful. Training on CalWIN, LodeStar, and the Federal Financial Participation (FFP) Program will all be provided to PPMM prior to the July 1, 2007 launch date.

BACKGROUND
AFLP was established as a pilot program within the Maternal, Child, and Adolescent Branch of the state Department of Health Services. Following a five-year pilot period in select counties, state legislation was enacted in 1986 that created the AFLP as its own program. In 1986, Santa Clara County implemented its AFLP, which has been operated by the Public Health Department since 1988. AFLP used an intensive Case Management model and provides health, parenting, and education services to pregnant and parenting adolescents. AFLP services are available to any pregnant and/or parenting adolescents in the community.

In 1993, the California Legislature enacted the Cal-Learn program, a mandatory program for pregnant and parenting adolescents receiving cash assistance. The Cal-Learn program is mandated to use the AFLP Case Management model. The difference between the two programs is that Cal-Learn program clients must participate in a full-time educational program to be eligible for financial rewards and ancillary services (childcare and transportation). Since 1994, the Social Services Agency has had an interdepartmental agreement with the Public Health Department to administer the local Cal-Learn program.

The combined average annual caseload for the AFLP/Cal-Learn programs is approximately 509 clients. Funding sources for the programs include: Temporary Assistance for Needy Families (TANF); Federal Title V MCH Block Grant funds; and Federal Title XIX (Medicaid) funds. This revenue has not been adequate to operate the program at the state-mandated case management ratio of one case manager to fifty clients. Santa Clara County currently uses a one case manager to forty client ratio due to individual case complexities. County General
Fund dollars have supplemented the programs for several years; however, with FY 08 budget reduction targets to both the Public Health Department and the Social Services Agency, it is not possible to continue to supplement these programs.

**CONSEQUENCES OF NEGATIVE ACTION**

Failure to approve the recommended action will impact the timely selection of a contractor to serve the AFLP/Cal-Learn clients.

**ATTACHMENTS**

- AFLP Cal-Learn Eval Tool
This is the Third Amendment to the Non-Standard Service Agreement between the County of Santa Clara (COUNTY) and Planned Parenthood Mar Monte (CONTRACTOR) entered into on July 1, 2007 to provide case management services to Adolescent Family Life Program (AFLP) and Cal-Learn clients, [PO# 4300004439].

This Contract is amended as follows effective immediately upon approval:

1. Article I, General Terms, Section 2, Maximum Financial Obligation is modified to read as follows:

   COUNTY will reimburse CONTRACTOR actual allowable expenditures subject to the provisions of this Contract, not to exceed $2,158,967 for FY 08 and FY 09. The maximum funding amount for FY 08 must not exceed $1,004,749 and is represented as follows: $664,178 for services provided to AFLP clients and $340,571 for services provided to Cal-Learn clients. The maximum funding amount for FY 09 must not exceed $1,154,218 and is represented as follows: $639,391 for services provided to AFLP clients and $514,827 for services provided to Cal-Learn clients. All funds paid must be expended in accordance with Contractor's Budget in Attachment D and Attachment D-1 (1st Revision).

2. Budget for the AFLP and Cal-Learn Program, Attachment D-1 is deleted in its entirety and replaced by Attachment D-1 (1st Revision).

3. Scope of Work for AFLP Program, Attachment A, Section 6 (A, 2), is modified to increase the AFLP Months of Service to 4258 (or 354 clients) for the budget period of July 1, 2008 through June 30, 2009.

4. Scope of Work for the Cal-Learn Program, Attachment A-1, Agency Responsibilities (1.b), is modified to increase the Cal-Learn Months of Service to 3360 (or 280 clients) for the budget period of July 1, 2008 through June 30, 2009.

5. All other terms and conditions of the Agreement remain in full force and effect. In the event of a conflict between the original Agreement and this Amendment, this Amendment controls.
County of Santa Clara
Amendment to Non-Standard Service Agreement

SIGNATURES

COUNTY OF SANTA CLARA:

By: [Signature] 12/12/08
Dan Peddycord, RN, MPA/HA Date
Public Health Administrator
Public Health Department

CONTRACTOR:

By: Linda T. Williams 12/11/08
Date
CEO / President
Planned Parenthood Mar Monte

APPROVED AS TO FORM AND LEGALITY:

Jennifer Sprinkle 12/3/08
Date
Deputy County Counsel

APPROVED:

Emily Harrison 12/4/08
Date
Deputy County Executive

Attachments:

Attachment D-1: Budget (1st Revision)
## County of Santa Clara
### Amendment to Non-Standard Service Agreement

For County Use Only – SAP

<table>
<thead>
<tr>
<th>SCC Vendor Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Line 1</td>
</tr>
<tr>
<td>Account Assignment</td>
</tr>
<tr>
<td>Line 1</td>
</tr>
</tbody>
</table>

Please give the reason for an increase in price, where there is no change in scope of service or term date:

[ ] Amend amount of agreement as follows:

- **A.** Maximum Financial Obligation: (Current Contract Amount) $2,061,997
- **B.** Requested amount to be amended: $96,970
- **C.** Revised maximum contract amount: (A + B will equal C) $2,158,967

### CONTRACT HISTORY

If agreement covers services that occur in more than one fiscal year, enter information below.

Total financial obligation from prior fiscal year(s): $1,004,749
## AFLP/Cal-Learn Budget (1st Revision)

**CONTRACTOR:** Planned Parenthood Mar Monte

**TOTAL AMOUNT** (Personnel and Operating)

**Budget Categories:**

### Personnel

<table>
<thead>
<tr>
<th>Job Classification</th>
<th>3-month Salary</th>
<th>9-month Salary</th>
<th>12-month Salary</th>
<th>12-month Fringe Benefits</th>
<th>Bilingual Stipend</th>
<th>Total Salary, Fringe Benefits, &amp; Program Salary</th>
<th>Percent of Time Allocated to Program</th>
<th>Total Charge Amount to Each Admin</th>
</tr>
</thead>
<tbody>
<tr>
<td>AFLP/Cal-Learn Director</td>
<td>JS $60,500.00</td>
<td>$15,125.00</td>
<td>$46,375.25</td>
<td>$61,861.00</td>
<td>$19,177.00</td>
<td>$81,038</td>
<td>1.00</td>
<td>$81,038</td>
</tr>
<tr>
<td></td>
<td>BS $49,600.00</td>
<td>$12,420.00</td>
<td>$36,177.80</td>
<td>$49,798.00</td>
<td>$15,747.00</td>
<td>$65,545</td>
<td>1.00</td>
<td>$65,545</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$92,262</td>
<td>1.00</td>
<td>$92,262</td>
</tr>
<tr>
<td>Program Assistant</td>
<td>KD $34,965.00</td>
<td>$8,741.25</td>
<td>$27,019.00</td>
<td>$35,752.00</td>
<td>$11,083.00</td>
<td>$46,835</td>
<td>1.00</td>
<td>$46,835</td>
</tr>
<tr>
<td>Case-worker</td>
<td>AW $41,000.00</td>
<td>$10,250.00</td>
<td>$30,750.00</td>
<td>$41,000.00</td>
<td>$12,996.00</td>
<td>$54,916</td>
<td>1.00</td>
<td>$54,916</td>
</tr>
<tr>
<td></td>
<td>YF $36,000.00</td>
<td>$9,000.00</td>
<td>$27,010.00</td>
<td>$36,810.00</td>
<td>$11,411.00</td>
<td>$48,221</td>
<td>1.00</td>
<td>$48,221</td>
</tr>
<tr>
<td></td>
<td>MB $36,000.00</td>
<td>$9,000.00</td>
<td>$27,011.00</td>
<td>$36,810.00</td>
<td>$11,411.00</td>
<td>$48,221</td>
<td>1.00</td>
<td>$48,221</td>
</tr>
<tr>
<td></td>
<td>JR $36,000.00</td>
<td>$9,000.00</td>
<td>$27,010.00</td>
<td>$36,810.00</td>
<td>$11,411.00</td>
<td>$48,221</td>
<td>1.00</td>
<td>$48,221</td>
</tr>
<tr>
<td></td>
<td>FC $36,000.00</td>
<td>$9,000.00</td>
<td>$27,010.00</td>
<td>$36,810.00</td>
<td>$11,411.00</td>
<td>$48,221</td>
<td>1.00</td>
<td>$48,221</td>
</tr>
<tr>
<td></td>
<td>SB $36,000.00</td>
<td>$9,000.00</td>
<td>$27,010.00</td>
<td>$36,810.00</td>
<td>$11,411.00</td>
<td>$48,221</td>
<td>1.00</td>
<td>$48,221</td>
</tr>
<tr>
<td></td>
<td>EL $36,000.00</td>
<td>$9,000.00</td>
<td>$27,010.00</td>
<td>$36,810.00</td>
<td>$11,411.00</td>
<td>$48,221</td>
<td>1.00</td>
<td>$48,221</td>
</tr>
<tr>
<td></td>
<td>JD $36,000.00</td>
<td>$9,000.00</td>
<td>$27,010.00</td>
<td>$36,810.00</td>
<td>$11,411.00</td>
<td>$48,221</td>
<td>1.00</td>
<td>$48,221</td>
</tr>
<tr>
<td></td>
<td>CG $45,000.00</td>
<td>$11,250.00</td>
<td>$34,762.50</td>
<td>$46,013.00</td>
<td>$14,264.00</td>
<td>$60,276</td>
<td>0.50</td>
<td>$30,138</td>
</tr>
<tr>
<td></td>
<td>EM $36,000.00</td>
<td>$9,000.00</td>
<td>$27,000.00</td>
<td>$36,000.00</td>
<td>$11,160.00</td>
<td>$47,160</td>
<td>1.00</td>
<td>$47,160</td>
</tr>
<tr>
<td></td>
<td>VR $41,000.00</td>
<td>$10,250.00</td>
<td>$30,750.00</td>
<td>$41,000.00</td>
<td>$12,710.00</td>
<td>$54,750</td>
<td>1.00</td>
<td>$54,750</td>
</tr>
<tr>
<td></td>
<td>DIL $36,000.00</td>
<td>$9,000.00</td>
<td>$27,000.00</td>
<td>$36,000.00</td>
<td>$11,160.00</td>
<td>$48,200</td>
<td>1.00</td>
<td>$48,200</td>
</tr>
<tr>
<td></td>
<td>CH $36,000.00</td>
<td>$9,000.00</td>
<td>$27,000.00</td>
<td>$36,000.00</td>
<td>$11,160.00</td>
<td>$48,200</td>
<td>1.00</td>
<td>$48,200</td>
</tr>
<tr>
<td></td>
<td>HH $41,000.00</td>
<td>$10,250.00</td>
<td>$30,750.00</td>
<td>$41,000.00</td>
<td>$12,710.00</td>
<td>$53,710</td>
<td>1.00</td>
<td>$53,710</td>
</tr>
<tr>
<td>Case-worker</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$1,040</td>
<td>1.00</td>
<td>$1,040</td>
</tr>
<tr>
<td>Case-worker</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$1,040</td>
<td>1.00</td>
<td>$1,040</td>
</tr>
<tr>
<td>Case-worker</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$1,040</td>
<td>1.00</td>
<td>$1,040</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$723,016</td>
<td>17.50</td>
<td>$231,598</td>
</tr>
</tbody>
</table>

### Operating Expenses

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Insurance</td>
<td>$3,200</td>
</tr>
<tr>
<td>Contract Services</td>
<td>$10,000</td>
</tr>
<tr>
<td>Equipment Purchase</td>
<td>$13,051</td>
</tr>
<tr>
<td>Equipment Rental</td>
<td>$49,458</td>
</tr>
<tr>
<td>Rent/Building</td>
<td>$6,933</td>
</tr>
<tr>
<td>Utilities</td>
<td>$4,500</td>
</tr>
<tr>
<td>Communications</td>
<td>$2,500</td>
</tr>
<tr>
<td>Supplies</td>
<td>$7,000</td>
</tr>
<tr>
<td>Travel (in Santa Clara County)</td>
<td>$35,110</td>
</tr>
<tr>
<td>Indirect Cost (10% maximum)</td>
<td>$92,036</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>$1,800</td>
</tr>
</tbody>
</table>

**SUBTOTAL** $231,598

**Total** $1,154,218