



Agenda

FINANCE COMMITTEE
October 3, 2022
9:00 A.M.

To slow the spread of COVID-19, in lieu of a public gathering, the meeting will be accessible via Zoom to all members of the public as permitted by Government Code section 54953(e).

Join from PC, Mac, Linux, iOS or Android:

<https://cccouny-us.zoom.us/j/6161369562?pwd=Zit5Tm15WU1EN1phOVICSm0yeUx5Zz09>

Password: 431057 Or Telephone:

USA (214) 765-0478

USA Toll Free (888) 278-0254

Conference code: 894519

Supervisor John Gioia, Chair
Supervisor Karen Mitchoff, Vice Chair

Agenda Items:

Items may be taken out of order based on the business of the day and preference of the Committee

1. Introductions
2. Public comment on any item under the jurisdiction of the Committee and not on this agenda (speakers may be limited to three minutes).
3. RECEIVE and APPROVE the Record of Action for the July 13, 2022 Finance Committee meeting.
4. CONSIDER proposal for policies, guidelines, and procedures to implement the one-time Measure X-funded Innovation Fund and AUTHORIZE the County Administrator to proceed with a Request for Proposals for innovation projects, consistent with the approach outlined in the presentation and reflecting any further direction provided by the Finance Committee. *(Julie Enea, County Administrator's Office)*
5. CONSIDER receiving reports from the Health Services Department providing updates on contracts for Shelter, Inc., and an overview of the department's overall contracting processes and contract monitoring for professional services. *(Anna Roth, Health Services Director)*
6. The next meeting is currently scheduled for November 7, 2022.
7. Adjourn

The Finance Committee will provide reasonable accommodations for persons with disabilities planning to attend Finance Committee meetings. Contact the staff person listed below at least 72 hours before the meeting.

Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the County to a majority of members of the Finance Committee less than 96 hours prior to that meeting are available for public inspection at 1025 Escobar St., 4th Floor, Martinez, during normal business hours.

Public comment may be submitted via electronic mail on agenda items at least one full work day prior to the published meeting time.

For Additional Information Contact:

Adam Nguyen, Committee Staff
Phone (925) 655-2048
adam.nguyen@cao.cccounty.us



Contra Costa County Board of Supervisors

Subcommittee Report

FINANCE COMMITTEE

3.

Meeting Date: 10/03/2022
Subject: Receive the Record of Action for the July 13, 2022 Finance Committee Meeting
Submitted For: Monica Nino, County Administrator
Department: County Administrator
Referral No.: N/A
Referral Name: Record of Action
Presenter: Adam Nguyen, County Finance Director **Contact:** Adam Nguyen (925) 655-2048

Referral History:

County Ordinance requires that each County body keep a record of its meetings. Though the record need not be verbatim, it must accurately reflect the agenda and the decisions made in the meeting.

Referral Update:

Attached is the Record of Action for the July 13, 2022 Finance Committee meeting.

Recommendation(s)/Next Step(s):

RECEIVE and APPROVE the Record of Action for the July 13, 2022 Finance Committee meeting.

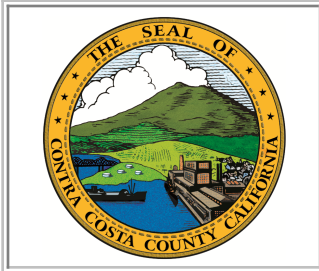
Fiscal Impact (if any):

None

Attachments

Finance Committee - Record of Action 7/13/22

DRAFT



FINANCE COMMITTEE

RECORD OF ACTION FOR
July 13, 2022

Supervisor John Gioia, Chair
Supervisor Karen Mitchoff, Vice Chair

Present: John Gioia, Chair
Karen Mitchoff, Vice Chair

Staff Present: Monica Nino, County Administrator; Adam Nguyen, County Finance Director; Paul Reyes, Senior Deputy County Administrator; Ellen McDonnell, Public Defender; Ali Saidi, Deputy Public Defender IV; Lanett Williams, Stand Together Contra Costa Project Manager

1. Introductions

The meeting was called to order at at 9:03 AM.

2. Public comment on any item under the jurisdiction of the Committee and not on this agenda (speakers may be limited to three minutes).

No one requested to speak during the general public comment period.

3. RECEIVE and APPROVE the Record of Action for the June 6, 2022 Finance Committee meeting.

The Committee approved the record of action from the June 6, 2022 meeting as presented.

4. ACCEPT a report on Stand Together Contra Costa and DIRECT staff on next steps.

The Public Defender, Ellen McDonnell, provided a presentation and report on Stand Together Contra Costa, including program history, data, and a budget enhancement request. The report was accepted and referred to the August 9, 2022 meeting of the Board of Supervisors as a discussion item. The Committee requested that a revised presentation focus on the department's budget enhancement request, including information on AB109 funding available and related populations that have unmet needs. There were comments from 6 members of the public.

5. The next meeting is currently scheduled for August 1, 2022.

The August 1, 2022 meeting is canceled. The next Committee meeting will be on October 3, 2022.

6. Adjourn

The meeting was adjourned at 10:16 AM.

For Additional Information Contact:

Adam Nguyen, Committee Staff
Phone (925) 655-2048, Fax (925) 655-2066
adam.nguyen@cao.cccounty.us



Contra Costa County Board of Supervisors

Subcommittee Report

FINANCE COMMITTEE

4.

Meeting Date: 10/03/2022
Subject: IMPLEMENTATION OF THE ONE-TIME MEASURE X INNOVATION FUND
Submitted For: Monica Nino, County Administrator
Department: County Administrator
Referral No.: 22/5
Referral Name: Measure X Innovation Fund Implementation Proposal
Presenter: Julie Enea, Sr. Deputy CAO **Contact:** Julie Enea (925) 655-2056

Referral History:

On November 3, 2020, voters in Contra Costa County approved Measure X, a countywide, 20-year, half-cent sales tax. The ballot measure language stated the intent of Measure X as *“to keep Contra Costa’s regional hospital open and staffed; fund community health centers, emergency response; support crucial safety-net services; invest in early childhood services; protect vulnerable populations; and for other essential county services.”*

The Measure X Community Advisory Board (MxCAB) was established on February 2, 2021, to advise the Board of Supervisors on the use of Measure X funds. On November 16, 2021, the MxCAB presented a report and funding recommendations to the Board of Supervisors. Among the many recommendations for funding approved by the Board of Supervisors that day was a one-time allocation of \$2 million to establish an Innovation Fund to seed pilot programs and innovative projects. Guidelines/policies for the fund had not yet been developed but it was recommended that the funding be made available to County departments, cities, and community-based organizations in response to local service needs.

The MxCAB suggested that Innovation Funds be prioritized for community-embraced and community-based programs and services and, minimally, to support the Measure X funding goal of Equity in Action (Goal #2): *“We strive to be a community that prioritizes equity and removes structural barriers that cause inequities and poverty, so that all residents can thrive.”*

The recommendation included allocating these funds to the County Administrator’s Office for development of Innovation Fund guidelines for review by the Board’s Finance Committee prior to issuing a request for proposals. It is also anticipated that recommendations for allocation of funds would also be reviewed by the Finance Committee prior to submittal to the Board of Supervisors for approval.

Referral Update:

Attached is a presentation prepared by the County Administrator’s Office with suggestions for policies, guidelines, and procedures in the following areas:

- Guiding principles distinguishing innovation projects from general application of best practices
- Quality standards for Innovation Fund proposals
- Program categories (see Attachment 1 for examples of innovation in each category from other jurisdictions)
- Eligibility requirements
- Phased process and suggested implementation schedule

The County Administrator’s Office proposes a bid process modeled on similar County competitive programs such as the Keller Mitigation Fund Program and the Commercial Cannabis land use permit selection process. These programs utilized an internal review committee assembled at the discretion of a County lead department to solicit and evaluate proposals and make funding recommendations to the Board of Supervisors at a regular public meeting. Such a review committee would be assembled by the County Administrator and would likely be composed of selected County staff and could include representatives of County MACs, the Office of Education, local industry, and a local farm bureau, depending upon the final guiding principles determined for the program and the nature of the proposals.

Recommendation(s)/Next Step(s):

CONSIDER proposal for policies, guidelines, and procedures to implement the one-time Measure X-funded Innovation Fund and AUTHORIZE the County Administrator to proceed with a Request for Proposals for innovation projects, consistent with the approach outlined in the presentation and reflecting any further direction provided by the Finance Committee.

Fiscal Impact (if any):

No additional fiscal impact. \$2 million allocated on a one-time basis for the Innovation Fund from Measure X sales tax proceeds. Administrative and web portal costs will be borne by the County Administrator's Office.

Attachments

Attachment 1 to Staff Report on Mx Innovation Fund

Presentation on Proposal to Implement Measure X Innovation Fund

ATTACHMENT 1 TO CAO REPORT ON MEASURE X INNOVATION FUND IMPLEMENTATION

EXAMPLES OF INNOVATIVE PROGRAMS FROM OTHER JURISDICTIONS

1. **Safe & Engaged Communities** – Improving health, wellness, and public safety outcomes through community outreach/awareness, education, and engagement.
 - **Family-to-Family** focuses on helping people who are struggling within the U.S. The goal is to connect families who have enough to share with impoverished families who have profoundly less. Providing a monthly box of groceries for a family connects richer communities with some of the country’s poorest areas.
 - **Biomechanics in the Workplace.** Employing a small, wearable device to reduce common workplace injuries. If the device detects improper biomechanics – bad posture or lifting stance – it will “buzz” to alert the worker to correct his or her stance and avert common back injuries.
 - **Prescription Drug Abuse Partnership.** A Partnership comprised of multidisciplinary members who actively work to prevent prescription drug abuse and overdose deaths. Partnership members include local physicians, pharmacists, substance abuse treatment and prevention agencies, court judges, law enforcement, the Drug Enforcement Administration, public health, academia, and grassroots organizations.
 - **Post-Disaster Resilience and Recovery Initiative.** A collaboration of government, private and civil entities to respond quickly and save lives after an emergency event. This Initiative runs over 75 projects to improve a jurisdiction’s resilience before and after a catastrophic event. The program often partners with organizations not normally involved in emergency planning and response, such as major utility companies.
 - **Cell-ED** is a pilot program to provide free English-language training via mobile phones to hundreds of immigrants in New York State who may lack regular access to a classroom, a computer, or the internet. Learners will gain access to self-paced audio and text lessons through their personal cell phones.

2. **Agriculture and Food Systems** – Improving environmental health, economic profitability, and social and economic equity.
 - Planting urban landscaping with edible fruits and vegetables.
 - **Laser scarecrows** are automated robots that can be programmed to sweep lasers at random across areas ranging from 200 acres to more than 3,000 acres.
 - **Weeding robots** can accurately detect and remove weeds from the field. Thanks to the robots’ deep learning algorithms and cameras, they can differentiate between weeds and crops. This means that it only sprays herbicides and pesticides where they are needed with precisely how much they need. In addition to reducing pesticide and herbicide use, this innovative agriculture product controls and prevents herbicide-resistant weeds.
 - **Bee vectoring** technology uses commercially reared bees to deliver targeted crop controls through pollination. Bees venture from out of their hive to forage and spread trace amounts of biopesticides on their travels, to help host plants by blocking out harmful pathogens.

- **Digital tools:** Mpower can send SMS messages to alert farmers on favorable conditions for rapid disease development in their fields and when they should apply a treatment to protect their crops.
3. **Economic Vitality** – Providing education, job training, decent jobs, and viable businesses to reduce the number of people at a poverty level.
- **Leadership Fayette County** provides a mechanism to encourage youth to return home after completion of their higher education. Leadership Fayette County is a year-round program and curriculum that exposes youth to opportunities, people, and agencies within the county, and provides these youth with leadership tools to enhance their college prospects, and upon completion of their higher education, access to the growing local economy and its future opportunities.
 - **Running Start for Careers** is a public-private educational pathway for high school students. Unlike traditional approaches to vocational training, Running Start is not bound by campus infrastructure or trades faculty, nor is it the domain of specialty schools or limited to specific industry types. Rather, Running Start gives students direct entry into industry-developed and taught training programs in fields with demonstrated demand, while earning college credit, and can then enter work-and-learn positions the following term. The program addresses high dropout rates and the skills gap by supporting those students who are the most likely to quit school and forfeit job opportunities.
 - **Washington Skilled Worker Awareness Program** is created to increase the state’s skilled workforce by raising awareness of, and enrollment in, accredited educational, occupational, state-approved pre-apprenticeship, apprenticeship and similar education and training programs. These programs educate and train individuals to perform skills needed in the workforce and award industry or state recognized certificate, credentials, associate degrees, professional license, or similar evidence of achievement but not including bachelor’s or higher degree.
 - **Muzology.** A learning platform that helps students learn algebra concepts with music.
4. **Clean & Sustainable (Clean and Green) Environment** – Safe food and water, proper waste disposal, clean air, pest control; preventing waste.
- Public electric transportation
 - Cheap home energy storage – thermal batteries
 - LED light fixtures
 - Solar Glass is designed to capture and store solar energy and it can do so in large quantities as it can cover large parts of a building.
5. **Reliable & Accessible Infrastructure** - Modernization, technology, or equity in digital access, cybersecurity and resilience.
- **The Thingstitude.** A first-of-a-kind living laboratory for internet of things (IoT) technology, providing an unparalleled testbed for start-ups, established companies, and research institutions. The Thingstitude designs and operates test beds to enhance the quality of life for local residents. In 2014, the County launched its first IoT Project, Smart Community Alert Network (SCALE), in NIST’s GCTC. SCALE was envisioned as a testbed to pilot IoT Technology that would help seniors aging in place live independently longer and have easier access to services.

- **City Net.** Santa Monica's 10 Gigabit Fiber optic network is attracting technology companies by providing affordable and advanced broadband to businesses, and the opportunity to integrate and efficiently manage data exchanges between business partnerships.
- **Robotics.** Using flexible sensor robots that can be air-deployed into hazardous areas to furnish persistent, ground-level, real-time data.

TRANSFORM CONTRA COSTA



Measure X Innovation Fund

\$2 Million of one-time funding available to County departments, cities, and community-based organizations for community-embraced and community-based programs and services.



As referred to the County Administrator from the Board of Supervisors

“The concept of an innovation fund available for funding pilot programs and innovative projects was brought to the attention of the Measure X Community Advisory Board and supported by Board of Supervisor members. Guidelines/policies for the fund have not been developed. It is anticipated that the funding would be available to County departments, cities, and community-based organizations in response to local service needs.

The funding would be prioritized to community-embraced and community-based programs and services. Minimally the funds would be used to support the Measure X funding goal of Equity in Action (Goal #2).

As with all the Measure X funded programs, in future years the success of the pilots and projects will be evaluated. Should the model produce positive measurable outcomes, additional funding will be recommended.

The recommendation includes allocating these funds to the County Administrator’s Office for development of funding guidelines and allocations. It is recommended that the Innovation Fund guidelines be reviewed in a future Finance Committee meeting prior to issuing requests for proposals.”



Innovation Fund

- Board one-time designation of \$2,000,000 from Measure X Sales Tax revenue
- Grants to be administered by the County Administrator on behalf of the Board
- Awards to be made after Review Committee recommendation and Board approval



Mx Community Advisory Board Goal 2: Equity in Action

Prioritizing equity and removing structural barriers that cause inequities and poverty, so that all residents can thrive. Strategies include:

- County Office of Racial Equity and Social Justice
- East County community-based equity center (based on the Contra Costa County Racial Justice Coalition presentation)
- Removal defense and case management for immigrant residents, via Stand Together Contra Costa: including legal representation across court systems and social service workers to provide holistic, language accessible, culturally-responsive social services and navigation.
- Community-based and schools-based arts programs
- Immigration-based legal services via Contra Costa Immigrant Rights Alliance
- Arts & Culture Commission programs
- **Innovation fund (to facilitate community-based responses to service needs)**
- Community-based asylum support for LGBTQ+ individuals and immigrants



Proposed Innovation Fund Guiding Principles

- The first question is not ‘Is this going to work?’ but rather, ‘If it works, would it matter?’
- Unlike traditional grantmaking, intentionally seek to trade off probability of success in return for greater potential impact.
- Invest in approaches that may have a higher risk of failure, but the potential to be lasting and truly game changing if they succeed.
- Seek out ideas with transformative potential, take risks on less proven approaches, and recognize that innovation requires flexibility, iteration and, yes, even failure.
- Strive to balance rigorous analysis with intuition about a project’s potential for transformative change.
- The impact from one or two big, transformational successes in a portfolio can justify the opportunity cost of many failures.
- Recognize that money given away for social purposes is effectively gone, regardless of outcomes.



Proposed Innovation Fund Priorities

- ✓ Projects that improve equitable access to public services
- ✓ Projects that remove structural barriers that cause inequities and poverty
- ✓ Projects that have the potential to provide the greatest impact for every dollar spent
- ✓ Projects that will scale to improve the lives of at least 5,000* people while being financially sustained via the market or public sector (i.e., without continuing Innovation Fund support)
- ✓ Projects that have potential for transformative change rather than simply replicate safe, established programs

**Eliminate entirely or choose an appropriate number. For reference, 5,000 was derived from \$2M/\$100 per person divided by 4 projects.*



Proposed Ineligible Projects

Projects that...

- Are not new or innovative to Contra Costa County
- Are designed to only supplement operations or revenue lost
- Rely on ongoing funding that has not been identified
- Do not align with Contra Costa County's Innovation Fund priorities (see prior slide)
- Will not be executed in 2022-2024



Proposed Funding Categories (if needed for guidance)

- 1. Safe & Engaged Communities** – Improving health, wellness, and public safety outcomes through community outreach/awareness, education and engagement.
- 2. Agriculture and Food Systems** – Improving environmental health, economic profitability, and social and economic equity.
- 3. Economic Vitality** – Providing education, job training, decent jobs and viable businesses to reduce the number of people at a poverty level.
- 4. Clean & Sustainable (Clean and Green) Environment** – Safe food and water, proper waste disposal, clean air, pest control; preventing waste.
- 5. Reliable & Accessible Infrastructure** - Modernization, technology, or equity in digital access, cybersecurity and resilience.



Funding Categories

1. Safe & Engaged Communities -

Ideas that will help:

- To boost cyber security awareness and resiliency within an organization, focusing on enhancing data protection & privacy; breach prevention & recovery, and/or security training & awareness.
- Individuals take more control over their own personal health and fitness and have better access to supportive tools and services
- Individuals take more control over their own personal safety at home, work or at leisure, and in preparation for natural or manmade disasters



Funding Categories

2. Agriculture and Food Systems – Innovations that:

- Increase consumption of local agricultural and value-added products at local or export markets
- Improve the quality, productivity and safety of agricultural producers, systems and products through research, development and education
- Support expansion of agricultural industries and methodologies with farmer training programs
- Reduce the negative impacts of invasive species on agricultural crops through research and educational programs
- Reduce the number of incidents of agricultural theft
- Preserve agricultural lands through improvements to soil and water conservation programs, permitting policies, and landscape level innovations
- Facilitate the development of affordable farm worker housing by developing recommended reform and deploying strategies with existing government support programs
- Support the effective integration of the food systems network into local agricultural networks, production systems and value chains



Funding Categories

3. Economic Vitality

Innovations that:

- Connect businesses and skilled workers
- Serve local workforce needs, such as childcare, transportation issues, training or career counseling and development, and advancing education
- Mitigate the Contra Costa's workforce challenges caused by COVID-19



Funding Categories

4. Clean & Sustainable (Clean and Green) Environment -

For projects designed to deliver energy-related social and environmental benefits to County residents and propose to identify or develop local renewable energy, energy efficiency or fuel switching in Contra Costa County that increases community access to or ownership of clean energy:

- Implement a demonstration project that has the potential to reduce the cost of living for county residents
- Address the disproportionate health, environmental, economic and climate impacts on disadvantaged communities
- Advance innovative, low-cost, efficient transportation systems like transportation network, autonomous vehicles, and bicycle/scooter sharing
- Advance renewable energy resilience projects for the Contra Costa County
- Identify and implement energy efficiency projects to reduce energy expenses
- Plan and Implement renewable energy projects for the Contra Costa County with significant return on investment
- Expand the use of alternative fuel vehicles, including within the County's fleet
- Expand the network of zero emission vehicle fueling and charging stations



Funding Categories

5. Reliable & Accessible Infrastructure - Modernization, Technology, or Equity in Digital Access

Innovations that:

- Modernize an outdated process
- Close the equity gap surrounding technology
- Improve existing business processes and workforce efficiency
- Enhance customer experience and launch new services or business models



Proposed Eligibility Requirements Part I

- ✓ Contra Costa County department (per Board direction)
- ✓ Contra Costa city (per Board direction)
- ✓ Tax Exempt Organization (per CAO recommendation)
 - IRS designation under section 501(c)(3) of the Internal Revenue Code (most nonprofits) - automated with EIN search
 - IRS designation under section 501(c)(6) of the Internal Revenue Code (chambers of commerce) - automated with EIN search
 - Most recent IRS Form 990, 990-EZ, 990-N (postcard) or Form 1023/1024 indicating religious or other exemption from filing - attached to electronic application
 - “Current” status with the California Secretary of State
 - California Business Portal printout (bizfileonline.sos.ca.gov)



Recommended Eligibility Requirements Part II

Organization must:

- ✓ Operate in Contra Costa County or provide documented services for residents of Contra Costa County
- ✓ Meet County insurance requirements, including:
 - General Liability Insurance coverage of at least \$500,000
 - Indemnifying the County, and covering for any emergent liabilities
 - Workers compensation insurance is required for organizations that have employees, or if volunteers receive ANY stipends/payment
- ✓ Have bylaws or policies that describe the way business is conducted including management, fiscal policies and procedures, and policies on nepotism and the management of potential conflicts of interest.
- ✓ Have at least one year of experience with the project or in the program area being proposed.
- ✓ Have staff or authorized representatives adequately trained to administer and provide the program described.



Suggested Process: Three Phases

- 1. Concept Paper*** – Provide \$5,000 to seed each of up to ten most promising new concepts for a maximum of \$50,000. Award to be conditioned upon participation at a **Bidder's Conference**.
- 2. Full Proposal*** – Awards made to finalists to continue successful explorations through to implementation, for a maximum of \$1,950,000.
- 3. Post-Implementation Report and Evaluation*** – Finalists to submit closeout report for CAO evaluation and report to the Board of Supervisors.

** All submittals will be through a web portal provided by the County.*



Phase 1: Concept Paper

Up to 10 concepts @ \$5,000 for a total of \$50,000:

Concept Paper– two-page submittal that addresses:

- A. Idea/concept
- B. Target population, goals and outcomes
- C. Scalability
- D. Eligibility of offerer
- E. Offerer qualifications such as specialized experience and technical competence, capability to perform and complete the project, past performance of the offeror's team



Phase 2: Bidder's Conference and Full Proposal

Awards to Finalists for a total of \$1,950,000:

Full proposal that addresses:

- A. Work/implementation plan
- B. Key implementers and stakeholders
- C. Project schedule and budget
- D. Other revenue sources, if any
- E. Detailed description of outcomes and impacts
- F. Evaluation Protocol
 - How will success be measured?
 - How will the outcomes be demonstrated to the community?



Phase 3: Post-Implementation Report and Evaluation

- Timeline will be dependent on project timelines, which should not extend past 12/31/24.
- Evaluation will be based on pre-defined deliverables and expected outputs and outcomes specific to each award.



Proposed Phase I Concept Paper Schedule

- Online Concept Paper (date)
 - No printed, emailed, or faxed proposals will be accepted for consideration
 - Once the deadline has passed, attempts to submit applications via the submission portal will be automatically rejected

- Oral Presentations (date plus 10 days)

- Concept evaluation by Review Committee and notification to Finalists (date plus three weeks)

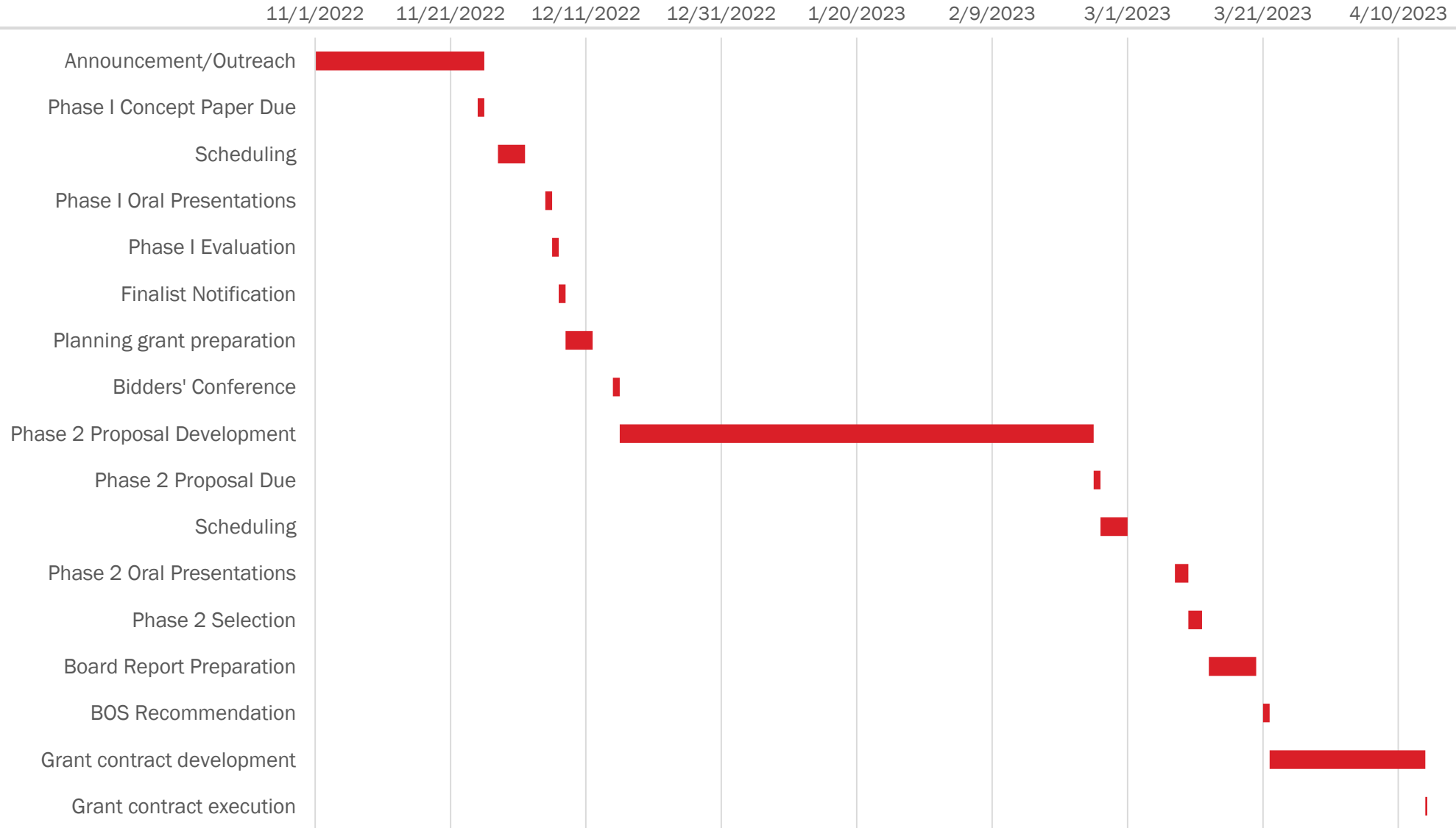


Proposed Phase II Bid Schedule

- Mandatory Bidders' Conference (Finalist notification plus two weeks)
- Online Proposal and Attachments (Finalist notification plus 12 weeks)
 - No printed, emailed, or faxed proposals will be accepted for consideration
 - Once the deadline has passed, attempts to submit applications via the submission portal will be automatically rejected
- Oral Presentations (Proposal deadline plus 2 weeks)
- Recommendations to Board of Supervisors (Proposal deadline plus 6 weeks)
- Grant contract signing (Proposal deadline plus 11 weeks)



Innovation Fund Sample Timeline



**Questions and Comments
and Finance Committee Direction**



Contra Costa County Board of Supervisors

Subcommittee Report

FINANCE COMMITTEE

5.

Meeting Date: 10/03/2022

Subject: CONSIDER receiving reports from Health Services providing updates on contracts for Shelter, Inc., and an overview of departmental contracting

Submitted For: Anna Roth, Health Services Director

Department: Health Services

Referral No.: 22/6

Referral Name: Health Services' Contracting

Presenter: Anna Roth, Health Services Director

Contact: Pat Godley (925) 957-5405

Referral History:

On July 26, 2022, the Health Services Department requested Board approval to execute Contract #74-639-2 with Shelter, Inc. for the continuation of their specialty housing services for adults participating in substance use disorder treatment through June 30, 2023. The item was removed from the consent calendar and instead heard as a discussion item. At the conclusion of the discussion, the item was continued to the August 2, 2022 meeting. In preparation for the continued discussion, the Board directed the Health Services Department to prepare a status report inclusive of a list of the sober living environments (SLE) housing providers subcontracted with Shelter, Inc., payment status of invoices received by Shelter, Inc. from all the subcontractors, and payment status of invoices received by the County from Shelter, Inc. Additionally, the Board referred to the Finance Committee a report on the Health Services Department's contract management and invoice payment oversight processes. At the August 2, 2022 meeting, the Board authorized Health Services to enter into the contract with Shelter Inc. effective July 1, 2022, but referred this item to the Finance Committee to review information regarding Health Services' contracts with Shelter Inc. including but not limited to:

1. The number of beds that are currently available
2. Any outstanding invoices from operators
3. An outreach plan that includes a time frame for implementation
4. An examination of whether or not referrals are being properly extended to Shelter, Inc.

Referral Update:

Please see the attached reports and presentation slides for updates on contracts with Shelter, Inc., and an overview of the Health Services Department's contracting processes for professional services.

Recommendation(s)/Next Step(s):

ACCEPT the reports, and provide direction to staff as needed.

Fiscal Impact (if any):

There are no immediate fiscal impacts.

Attachments

Attachment 1 - Health Services Cover Letter

Attachment 2 - Shelter, Inc. Report

Attachment 3 - Health Services Contracting Processes and Monitoring

Attachment 4 - Presentations

ANNA M. ROTH, R.N., M.S., M.P.H.
HEALTH SERVICES DIRECTOR

PATRICK GODLEY, MBA
CHIEF OPERATING OFFICER
CHIEF FINANCIAL OFFICER



OFFICE OF THE
DIRECTOR

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Fax (925) 957-5401

TO: Contra Costa County Finance Committee
Attn: Supervisor John Gioia, Chair and Supervisor Karen Mitchoff, Vice Chair

FROM: Anna Roth
Health Services Director

DATE: September 22, 2022

SUBJECT: Finance Committee Report

As requested by the Board of Supervisors attached you will find a report responding to

- (1) the contracting process and response to the recent issues concerning Shelter, Inc.
and
- (2) the overall contracting process for Professional Services within the Health Services Department inclusive of our fiscal and program monitoring activities.

The report will be presented during the October 3, 2022 Finance Committee meeting. I can address any questions you may have and will have staff available to provide clarification as needed.

cc: Patrick Godley, Health Services Chief Operating Officer and Chief Financial Officer





FINANCE COMMITTEE REPORT

October 3, 2022

HSD CONTRACT PROCEDURES

SHELTER INC. SOBER LIVING ENVIRONMENT (SLES) BOS REQUESTED UPDATES

On August 2, 2022, the Board of Supervisors directed Health Services to provide a status update on SHELTER, Inc contract #74-639 at the October Finance Committee.

This report provides responses to additional requests from the Board of Supervisors, including an accounting of all HSD contracts with SHELTER, Inc. (SI), any outstanding bills due to sober living environment (SLE) providers contracted with Shelter, Inc, an explanation of the client outreach services and referral process, an accounting of when payment demands submitted by Shelter, Inc were received and paid by Health Services.

HSD CONTRACTS WITH SHELTER, Inc

Contract #	End Date	Amount	Services
25-038-14	6/30/2022	\$75,000.00	Mt. View Family Shelter (contract renewal in process)
25-046-23	11/30/2022	\$1,073,302.00	Master-lease for PSH
25-078-3	6/30/2023	\$7,157,615.00	Master-lease housing for MHSA eligible persons
74-639-2	6/30/2023	\$335,152.00	Specialty housing for adults participating in substance use
TOTAL		\$8,641,069.00	

SHELTER, Inc SUBCONTRACTORS AND DISPOSITION OF OUTSTANDING BILLS

SHELTER, Inc provides specialty housing services for adults who are participating in substance use disorder treatment and delivers these services through a network of thirteen (13) SLE providers. SLE providers submit invoices for services rendered to SHELTER, Inc. SI is responsible for reconciling demands for payment and issuing payments to the SLE provider.

As of September 7, 2022, all outstanding invoices that were previously disputed have been resolved and paid by SHELTER, Inc. There are no outstanding payments due to SLE providers. In addition, neither SHELTER, Inc nor Alcohol and Other Drugs Services (AODS) has received written notification from any subcontractor eliminating or reducing access to beds for clients referred to the program. Inventory for all available beds remains unchanged. *See worksheet – Attachment A.*

SHELTER, Inc has submitted demands through August 31, 2022, for payment to the Behavioral Health-AODS program. All demands for payment have been paid except for July and August 2022. Those payments cannot be submitted for processing until the renewal contract, approved by the Board on 8/2/22, is fully executed by all parties.

INVOICING AND PAYMENT PROCESS

Shelter, Inc:

Recovery Residences submit invoices to aods@shelterinc.org monthly.

- 0-1 business day – Shelter, Inc. program specialist checks invoice for accuracy
- 0-1 business day – Invoices forwarded to Shelter, Inc. Finance department
- 10 business days – Shelter, Inc. Finance department process payments and sends checks to recovery residences.

AODS:

Contractor submits invoice and D-15, as agreed in contract monthly. Submitted to AODSProviderDemands@cchealth.org

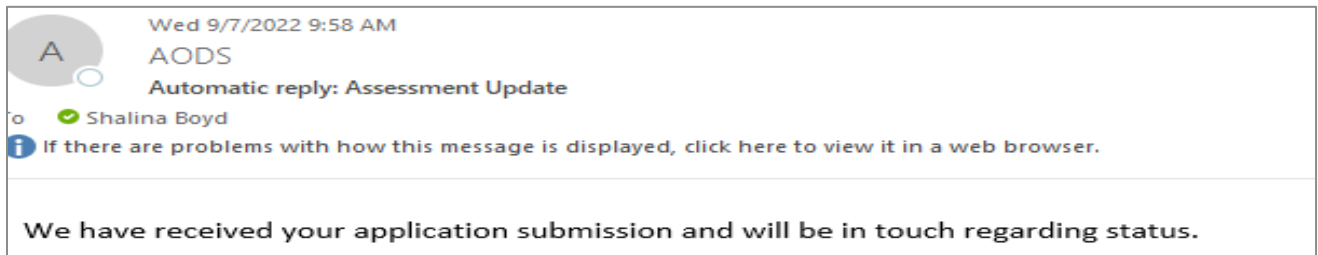
- 0-3 business days after receipt of invoice - Invoice is reconciled by (program manager/contract monitor) and submitted to Program Chief for authorizing signature.
 - Reconciled by checking the accuracy of units, rates being used for Fee-for-service contracts and for Cost-Reimbursement contracts, that claimed amounts are within the approved Budget.
- 1-2 business days – Program Chief reviews/approves D-15 prior to submitting the invoice to finance for processing.
- 0–1 business day Program Manager/Contract Monitor scans and submits invoice to Finance
- 0–1 business day Finance reviews, code to appropriate cost center, approves and submits to the Auditor’s office.
 - If invoice has an issue such as but not limited to an unexecuted contract, rate, over payment limit, Finance will hold it until issue is resolved.

Per Auditor’s office, it may take 10-14 business days, after receipt of invoice, to process payment.

CLIENT OUTREACH AND REFERRAL PROCESS

Drug Medi-Cal (DMC) beneficiaries are identified by substance use treatment providers based on eligibility criteria. The substance use Case Manager or Counselor works directly with the client while in treatment. In a counseling session, as part of the client’s Discharge Plan, together they identify all housing options that best fit the beneficiaries’ goals. While in treatment, beneficiaries are given information about all County’s housing options.

- 1) The housing application is submitted to AODS@shelterinc.org by the treatment provider on behalf of the client who may be either at a substance use residential treatment facility or at an intensive outpatient program. Applications from residential programs are submitted three (3) weeks from the client's discharge date. There are no timeframes from substance use outpatient services, they have more flexibility.
- 2) Once application is submitted, they receive an automatic reply indicating the application has been received. AODS conducts random checks to ensure there is a response.



- 3) Applications are retrieved daily by a team of three (3) Shelter Inc staff. Within 48 business hours, SI staff will follow up with the treatment provider to schedule an in-person interview with the client. The interview is scheduled within one business week. SI staff, visits with client at the SU treatment facility. During the interview, clients are walked through the requirements to ensure they understand their responsibilities and eligibility criteria. If the 48 hours fall during a weekend/holiday, SI staff will follow up the next business day.
- 4) Clients are moved into the Recovery Residence (RR) or Sober Living home on the following weekday following discharge day unless this falls on a weekend. In which case, the client moves on the following Monday, this is simply to provide clients with extra substance use support.
- 5) On Move-In Day, the client is greeted and met by SI staff at the actual home. This is done to ensure that the client is welcomed and understands the responsibilities in the house and grant. SI staff ensures that client understands the importance of being actively involved in treatment and seeking employment to sustain housing.
- 6) AODS conducts random monthly “check-in tests” with various substance use treatment program staff to validate timeframes
- 7) Further, the AODS Recovery Housing Coordinator plays a critical role in screening the clinical needs of the clients and suitability in a recovery residence, as well as coordinating care with outpatient providers, as needed.

OUTREACH EFFORTS FOR CONTRACTORS (and subcontractors)

An RFI/RFP was not issued for this contract with SHELTER, Inc. In keeping with Administrative Bulletin 613, Health Services did not issue an RFI/RFP as the funding that supports this contract was not from a “new, dedicated funding stream...for new services or expansion of existing services.” Existing Substance Abuse Block Grant funding was transferred from previous contractor to the new SHELTER, Inc contract.

Currently, the contractor provides no active outreach to procure SLE/recovery residence operators. SHELTER, Inc’s current list of providers is an amalgamation of SLE/recovery residence operators that the previous contractor, Support for Recovery, had approved and includes housing operators received through the Behavioral Health ACCESS Line.

As a leader in master-leased housing in Contra Costa, SHELTER, Inc often receives calls from property owners interested in leasing their properties to the organization. Any such cold calls that are received and appropriate for the program are referred to BH-AODS for vetting.

Moving forward, BH-AODS will support the contractor to engage in periodic recruitment of recovery houses to expand the network. Outreach may include distribution of flyers, announcements via various housing and treatment provider listservs, and the CCH webpage.

BEHAVIORAL HEALTH COMMUNITY BASED CONTRACTS

A comprehensive list of FY 22/23 Behavioral Health contracts can be found in *Attachment B*.

Attachment A

Name of Subcontractor	Cost per bed night	Max. daily bed capacity	# Bed Nights Utilized 1/1/22 - 6/30/22	Amount Paid 1/1/22 through 6/30/22	Unpaid Invoices 1/1/22 through 6/30/22	# Bed Nights Utilized 7/1 -8/31	Amount Paid 7/1/22 through 8/31/22	Unpaid Invoices 1/1/22 through 6/30/22	Unpaid Invoices as of 8/31/22
Bi-Bett Corporation	\$ 20.00	24	600	\$12,025.00	\$0.00	299	\$5,988.00	\$0.00	\$0.00
DONALD L. JOHNSON	\$ 18.67	8	268	\$5,040.00	\$0.00	30	\$560.00	\$0.00	\$0.00
DORANNE DONESKY	\$ 17.50	10	106	\$1,875.00	\$0.00	83	\$1,450.00	\$0.00	\$0.00
Emunah Estates - The Cottages	\$ 16.66	8	168	\$2,807.00	\$0.00	123	\$0.00	\$0.00	\$0.00
Glo's Independant Living, LLC	\$ 25.00	14	53	\$1,355.00	\$0.00	30	\$750.00	\$0.00	\$0.00
LELA JOHNSON	\$ 24.00	40	1803	\$43,297.00	\$0.00	494	\$11,864.00	\$0.00	\$0.00
Lifehouse Recovery Homes Inc.	\$ 20.83	59	1275	\$26,584.00	\$0.00	524	\$10,909.50	\$0.00	\$0.00
Mei Lia Storelee	\$ 26.67	10	79	\$2,159.00	\$0.00	270	\$7,200.00	\$0.00	\$0.00
PEACE HOUSE INC.	\$ 26.67	12	107	\$2,888.00	\$0.00	90	\$2,400.00	\$0.00	\$0.00
RESTORE.HOPE.DIGNITY.LIFE	\$ 20.00	25	168	\$3,387.00	\$0.00	81	\$1,620.00	\$0.00	\$0.00
THE BALANCE POINT FOUNDATION	\$ 23.33	36	199	\$4,673.00	\$0.00	177	\$4,116.33	\$0.00	\$0.00
TURNING POINT SOBER LIVING, INC.	\$ 26.67	28	385	\$10,268.00	\$0.00	165	\$4,379.16	\$0.00	\$0.00
VENORD ENTERPRISE INC.	\$ 22.50	30	472	\$10,642.00	\$0.00	29	\$652.50	\$0.00	\$0.00
Avg cost per bednight	\$ 22.19	304	5683	\$127,000.00	\$0.00	2395	\$51,889.49	\$0.00	\$0.00

Subcontracts do not include a contract payment limit as beds are utilized as they become available only.

Dedicated beds are not purchased through the subcontracting process so the maximum daily bed capacity can only be met if the beds are available at the time of the request.

Health Providers:	Contract Type	Reimburs. Type	Contract #	CPL	Funding Source(s)
Mental Health Services Act (MHSA)					
Barbara Walsh	consultation/Admin	FFS	74-487	\$5,000.00	MHSA
BAY AREA COMMUNITY RESOURCES (fiscal agent for James Morehouse Project)	Prevention	FFS	74-608	\$12,000.00	MHSA
BAY AREA COMMUNITY RESOURCES (James Moorehouse Project)	Prevention	Cost	74-603	\$112,442.00	MHSA
California Mental Health Services Authority - Loan Repayment	consultation/Admin	FFS	74-647	\$339,259.38	MHSA
CalMHSA - PEI TA	Prevention	FFS	74-642	\$78,000.00	MHSA
Center for Human Development	Prevention	Cost	74-376	\$171,488.00	MHSA
Child Abuse Prevention Council	Prevention	Cost	74-356	\$136,710.00	MHSA
CONTRA COSTA COMMUNITY COLLEGE DISTRICT	Non M/C Direct Service	FFS	74-350	\$75,000.00	MHSA
CONTRA COSTA COUNTY OFFICE OF EDUCATION	Non M/C Direct Service	Cost	28-903	\$134,143.00	MHSA
Contra Costa Crisis Center	Prevention	Cost	74-358	\$401,603.00	MHSA
COUNSELING OPTIONS & PARENT EDUCATION	Prevention	Cost	74-523	\$268,660.19	MHSA
DESARROLLO FAMILIAR, INC	M/C Direct Service	Cost	74-301	\$288,742.00	MHSA, FFP
DESARROLLO FAMILY - MHSA-WET	Non M/C Direct Service	FFS	74-411	\$23,000.00	MHSA
FIRST 5 CC Children & Fam Commission	Prevention	Cost	74-428	\$89,343.00	MHSA
FRED FINCH YOUTH CENTER	M/C Direct Service	Cost	74-304	\$1,595,370.00	MHSA, FFP
GRANHOLM CONSULTING, INC.	consultation/Admin	Cost	74-532	\$17,400.00	MHSA
Homebase/ The Center for Common Concerns	consultation/Admin	FFS	74-607	\$15,472.00	MHSA
Hope Solutions	Prevention	Cost	74-378	\$408,952.00	MHSA
Hope Solutions	Non M/C Direct Service	FFS	74-482	\$26,000.00	MHSA
Jewish Family & Children's Services of East Bay	Prevention	Cost	74-360	\$185,111.00	MHSA
Kenneth Hardy	consultation/Admin	FFS	74-584	\$53,500.00	MHSA
LA CLINICA DE LA RAZA, INC	Prevention	Cost	74-363	\$306,574.00	MHSA
LAO FAMILY COMMUNITY DEVELOPMENT	Prevention	Cost	74-405	\$208,073.00	MHSA
Lifelong Medical Care	Prevention	Cost	74-353	\$142,914.00	MHSA
LINCOLN	M/C Direct Service	FFS-EPSDT -BLENDED	24-925	\$6,013,112.00	FFP, MH Realignment, PUSD
LINCOLN - HOPE EXPANSION	M/C Direct Service	FFS	74-650	\$475,334.00	MHSA, FFP
LINCOLN - MHSA	Non M/C Direct Service	FFS	74-611	\$19,000.00	MHSA
LINCOLN (FFS start 3/1/20-6/30/21)	M/C Direct Service	FFS-EPSDT-blended	74-575	\$1,773,422.00	MHSA, FFP, MH Realignment
Martinez Unified School District	Prevention	Cost	74-373	\$197,073.00	MHSA
Matthew Mock	consultation/Admin	FFS	74-538	\$8,000.00	MHSA
MENTAL HEALTH SYSTEMS, INC (AOT program)	M/C Direct Service	COST	74-503	\$2,200,752.00	MHSA, FFP
MENTAL HEALTH SYSTEMS, INC (Central FSP)	M/C Direct Service	COST	74-612	\$1,081,886.00	MHSA, FFP
NAMI CONTRA COSTA (Family Volunteer Support Network)	Non M/C Direct Service	Cost	74-554	\$655,636.00	MHSA
NAMI CONTRA COSTA (psycho edu training)	Non M/C Direct Service	Cost	74-445	\$74,895.00	MHSA
Native American Health Center	Prevention	Cost	74-369	\$265,486.00	MHSA
Patrick Robert Arbore	consultation/Admin	FFS	74-589	\$4,000.00	MHSA
People Who Care Children Assoc.	Prevention	Cost	74-379	\$243,790.00	MHSA
Pier Training Institute, INC.	consultation/Admin	FFS	74-598	\$9,000.00	MHSA
Pro/Serv Agency, LLC	consultation/Admin	FFS	74-508	\$60,000.00	MHSA, County General Fund
Rachel B. Michaelsen, LCSW	consultation/Admin	FFS	74-540	\$12,000.00	MHSA
Rainbow (WET program)	Non M/C Direct Service	FFS	74-412	\$9,500.00	MHSA
Rainbow Community Center	Prevention	COST	74-375	\$828,312.00	MHSA
Recovery Innovations Inc	consultation/Admin	FFS	74-646	\$31,000.00	DHCS CCMU Grant
Resource Development Associate, Inc.	consultation/Admin	FFS	24-716	\$413,970.00	MHSA
RYSE	Prevention	Cost	74-377	\$533,652.27	MHSA
SENECA (MHSA-WET)	Non M/C Direct Service	FFS	74-504	\$20,000.00	MHSA
STAND Against Domestic Violence	Prevention	Cost	74-362	\$146,548.00	MHSA
Syracuse University (fiscal agent for INN PADs project)	consultation/Admin	Cost	74-653	\$1,211,136.00	MHSA
TELECARE CORP. (crisis residential)	M/C Direct Service	FFS	24-712	\$2,270,174.00	MHSA
The Board of Trustees of the Leland Stanford Jr. Univ	consultation/Admin	Cost	74-531	\$88,599.00	MHSA, First Hope
The Contra Costa Clubhouse, Inc. (Putnam Peer Connection Ctrs. Took over RI Int'l #24-718)	Non M/C Direct Service	Cost	74-630	\$1,369,730.00	MHSA, MH Realignment
The Contra Costa Clubhouses, Inc	Prevention	Cost	74-382	\$796,681.00	MHSA
The Contra Costa Clubhouses, Inc. (overcome transport barriers)	consultation/Admin	Cost	74-602	\$40,320.00	MHSA
The Copeland Center	consultation/Admin	FFS	74-643	\$30,700.00	MHSA
The Latina Center	Prevention	Cost	74-381	\$133,183.00	MHSA
TIDES CENTER (fiscal agent for Building Blocks for Kids)	Prevention	Cost	74-491	\$238,280.00	MHSA
Vistability	Prevention	Cost	74-398	\$159,567.00	MHSA
We Care Services	Prevention	COST	74-634	\$128,750.00	MHSA
Willy Wilkinson	consultation/Admin	FFS	74-556	\$6,000.00	MHSA
Youth Homes Inc	M/C Direct Service	FFS	24-710	\$770,914.00	MHSA, FFP
Adult MH contracts					
A Step Forward Child Abuse Tratment & Training Programs, A Marriage,Family & Child Counseling.	Non M/C Direct Service	FFS	74-567	\$50,000.00	MH Realignment
A&A HEALTH SERVICES LLC	Residential	FFS	74-641	\$730,000.00	MH Realignment
Bay Area Community Services, Inc (was ANKA) - Don Brown Shelter	Residential	cost based	24-385	\$1,136,206.00	Path Grant, MHSA, SAMHSA
Bright Heart Health, Inc.	Non M/C Direct Service	cost based	74-633	\$250,000.00	CalWorks
CONTRA COSTA CRISIS CENTER	Non M/C Direct Service	cost based	24-700	\$106,803.00	MH Realignment
DESARROLLO FAMILY	Non M/C Direct Service	FFS blended	24-213	\$296,975.00	FFP, SAMHSA, MH Realignment
MENTAL HEALTH SYSTEMS (Adult vocational)	Non M/C Direct Service	cost	74-593	\$312,783.00	MH Realignment
PH SENIOR CARE, LLC dba Pleasant Hill Manor	Non M/C Direct Service	FFS	24-681-94	\$1,016,244.00	MHSA, MH Realignment

Health Providers:	Contract Type	Reimburs. Type	Contract #	CPL	Funding Source(s)
Portia Bell Hume Behavioral Health	M/C Direct Service	FFS	74-513	\$3,702,962.00	Medi-Cal, MH Realignment
Portia Bell Hume Behavioral Health	Non M/C Direct Service	FFS	74-581	\$12,000.00	MHSA
Portia Bell Hume Behavioral Health	M/C Direct Service	COST	24-717	\$4,400,285.00	Medi-Cal, MHSA
Praed Foundation	Non M/C Direct Service	FFS	74-617	\$49,975.00	FFP, MH Realignment
PSYNERGY	M/C Direct Service	FFS	74-571	\$814,404.00	Medi-Cal, MHSA, MH Realignment
Public Health Institute (PHI)	consultation/Admin	cost	74-629	\$12,000.00	MHSA
RUBICON PROGRAM (CALWORKS)	Non M/C Direct Service	Cost	24-958	\$270,000.00	CalWorks
Shelter, Inc.	Supported/Subsidized Housing	Cost	25-078-3	\$7,157,615.00	MHSA
STATE DEPT OF REHAB (county match); 24-760 income & outgoing	Non M/C Direct Service	Cost	24-760	\$3,503,232.00	State Dept of Rehab
TOUCHSTONE COUNSELING SERV. INC.	Non M/C Direct Service	Cost	24-960	\$144,000.00	CalWorks
Vistability	Non M/C Direct Service	cost based	74-037	\$266,152.00	CalWorks
Vistability	Non M/C Direct Service	cost based	24-312	\$154,500.00	MH Realignment
Residential Board & Care					
AFU, ANA dba ONE VOICE CARE	Residential	FFS	24-681-91	\$39,338.00	MH Realignment
AFU, ANA dba ONE VOICE CARE	Residential	FFS	24-086-153	\$10,000.00	MH Realignment
Bay Psychiatric Associates	Hospitals	FFS	74-631	\$200,000.00	MH Realignment
BELL, CAROLYN-YVONNE'S HOME CARE SVC. (B & C)	Residential	FFS	24-681-24	\$40,518.00	MH Realignment
BELL, CAROLYN-YVONNE'S HOME CARE SVC. (Emergency Care Fund)	Residential	FFS	24-086-121	\$10,000.00	MH Realignment
BERG SENIOR LIVING (DBA Concord Royale)	Residential	FFS	24-681-59	\$57,480.00	MH Realignment
BHC Fremont Hospital	Hospitals	FFS	24-794-12	\$700,000.00	MH Realignment
BHC Heritage Oaks Hospital	Hospitals	FFS	24-794-6	\$200,000.00	MH Realignment
BHC Sierra Vista Hospital	Hospitals	FFS	24-794-9	\$75,000.00	MH Realignment
CARE for One	Residential	FFS	24-681-98	\$95,481.00	MH Realignment
CRESTWOOD (RESIDENTIAL CARE)	Residential	FFS	24-086-145	\$95,000.00	MH Realignment
CRESTWOOD-PATHWAY**	Residential	FFS	74-286	\$6,583,129.00	FFP, MH Realignment, MHSA
DEVINES HOMES - MARIA RIFORMO (Augmented B&C)	Residential	FFS	24-681-25	\$113,676.00	MHSA, MH Realignment
DUCRE, DORIS (Board and Care)	Residential	FFS	24-681-78	\$65,904.00	MH Realignment
ERLINDA R. GINES (Gines Residential Care Home III)	Residential	FFS	24-681-77	\$39,342.00	MH Realignment
Ever Well Health Systems, LLC	Residential	FFS	74-627	\$511,667.00	MHSA, MH Realignment
John Muir Behavioral Health	Hospitals	FFS	24-794-8	Pending	MH Realignment
JVTCM CARE, LLC (Emergency Care Fund)	Residential	FFS	24-086-156	\$15,000.00	MH Realignment
JVTCM CARE, LLC B & C	Residential	FFS	24-681-96	\$283,526.00	MH Realignment
LAPASA REBECCA (Resid.Care)dba as: Oak Hills Residential Facility	Residential	FFS	24-086-140	\$10,000.00	MH Realignment
LAPASA, REBECCA	Residential	FFS	24-681-48	\$41,760.00	MHSA, MH Realignment
LIM, REGINA (Board & Care)	Residential	FFS	24-681-58	\$50,132.16	MH Realignment
LIM, REGINA (Residential Care)	Residential	FFS	24-086-128	\$10,000.00	MH Realignment
MARGARITA DACANAY dba MARGARITA'S VILLA OF CARE	Residential	FFS	24-681-81	\$39,338.00	MH Realignment
MARGARITA DACANAY dba MARGARITA'S VILLA OF CARE	Residential	FFS	24-086-144	\$25,000.00	MH Realignment
Marin General Hospital	Hospitals	FFS	24-794-19	\$100,000.00	MH Realignment
MARTINEZ, SUSAN (GOD'S GRACE) - AUGMENTED B & C	Residential	FFS	24-681-2	\$392,076.00	MH Realignment
MARTINEZ, SUSAN (GOD'S GRACE) - ECF	Residential	FFS	24-086-141	\$10,000.00	MH Realignment
MENONA DRIVE CARE HOME (Board & Care)	Residential	FFS	24-681-86	\$94,480.00	MH Realignment
MENONA DRIVE CARE HOME (Residential Care)	Residential	FFS	24-086-147	\$15,000.00	MH Realignment
MILAGROS N.QUEZON,dba Woodhaven Home	Residential	FFS	24-681-87	\$39,338.00	MHSA, MH Realignment
MILAGROS N.QUEZON,dba Woodhaven Home (Emergency Resid Care)	Residential	FFS	24-086-149	\$10,000.00	MHSA, MH Realignment
MODESTO RESIDENTIAL LIVING CENTER, LLC	Residential	FFS	24-681-82	\$481,800.00	MHSA, MH Realignment
PARAISO,HOMES (Board & Care)	Residential	FFS	24-681-45	\$40,518.00	MH Realignment
PARAISO,HOMES (Residential Care)	Residential	FFS	24-086-138	\$10,000.00	MH Realignment
RIVERVIEW HAVEN CORP (B & C)	Residential	FFS	24-681-79	\$40,518.00	MH Realignment
RIVERVIEW HAVEN CORP (ECF)	Residential	FFS	24-086-154	\$10,000.00	MH Realignment
SJBH, LLC	Hospitals	FFS	24-794-15	\$125,000.00	MH Realignment
St. Helena Hospital	Hospitals	FFS	24-794-7	\$50,000.00	MH Realignment
STAR RCFE	Residential	FFS	24-681-92	\$30,576.00	County General Funds
UNITED FAMILY CARE (Emergency care fund)	Residential	FFS	24-086-148	\$25,000.00	MH Realignment
UNITED FAMILY CARE/Family Courtyard (Board and Care)	Residential	FFS	24-681-84	\$334,956.00	MHSA
WILLIAMS, FRED (B&C)	Residential	FFS	24-681-20	\$83,520.00	MHSA, MH Realignment
WILLIAMS, FRED (ECF)	Residential	FFS	24-086-118	\$20,000.00	MH Realignment
IMD					
CPT, INC. (CA PSYCHIATRIC TRANS)	Non M/C Direct Service	FFS	74-143	\$1,826,956.00	MH Realignment
CRESTWOOD BEHAVIORAL HEALTH, INC.	Non M/C Direct Service	FFS	24-933	\$4,189,081.00	MH Realignment
HELIOS HEALTHCARE	Non M/C Direct Service	FFS	74-331	\$473,840.00	MH Realignment
MENTAL HEALTH MANAGEMENT	Non M/C Direct Service	FFS	74-190	\$267,234.00	MH Realignment
TELECARE CORP.	Non M/C Direct Service	FFS	24-680	\$1,909,065.00	County General Fund, MH Realignment, Hospital Fund I
Children's MH Contracts					
A BETTER WAY, INC.	M/C Direct Service	FFS-EPSDT	74-586	\$700,000.00	Medi-Cal, MH Realignment
ALTERNATIVE FAMILY SERVICES	M/C Direct Service	FFS-EPSDT	74-317	\$1,401,844.00	Medi-Cal, MH Realignment
ASPIRANET	M/C Direct Service	FFS-EPSDT	74-402	\$545,950.00	Medi-Cal, MH Realignment
Bay Area Alliance for Youth and Family Services BAA_YFS	M/C Direct Service	FFS-EPSDT	79-694	\$20,000.00	Medi-Cal, MH Realignment
BAY AREA COMMUNITY RESOURCES	M/C Direct Service	FFS-EPSDT	74-321	\$1,200,000.00	Medi-Cal, MH Realignment
BERKELEY YOUTH ALTERNATIVES	M/C Direct Service	FFS-EPSDT	74-495	\$43,098.00	Medi-Cal, MH Realignment

Health Providers:	Contract Type	Reimburs. Type	Contract #	CPL	Funding Source(s)
CENTER FOR PSYCHOTHERAPY	M/C Direct Service	FFS	74-525	\$1,100,000.00	Medi-Cal, MH Realignment
Child Therapy Institute	M/C Direct Service	FFS-EPSDT	74-517	\$1,200,100.00	Medi-Cal, MH Realignment
COMMUNITY HEALTH FOR ASIAN AMERICANS	M/C Direct Service	FFS-EPSDT	24-927	\$2,309,222.00	Medi-Cal, MH Realignment
COMMUNITY OPTIONS FOR FAMILIES (TBS + school)	M/C Direct Service	FFS-EPSDT	74-315	\$1,925,048.00	Medi-Cal, MH Realignment
COMMUNITY OTIONS FOR FAMILIES & YOUTH, INC. (FFT and MST)	M/C Direct Service	FFS-EPSDT	74-526	\$2,206,408.00	Medi-Cal, MH Realignment, MHSA, Probation
Contra Costa County Office of Education (MHSSA, WISP program)	Non M/C Direct Service	FFS	74-638	\$ 4,347,281	California MHSOAC
CONTRA COSTA INTERFAITH HOUSING INC / HOPE Solutions	M/C Direct Service	FFS-EPSDT	74-399	\$466,840.00	Medi-Cal, MH Realignment
Contra Costa YSB	M/C Direct Service	FFS-EPSDT	24-409	\$4,450,600.00	Medi-Cal, MH Realignment
DESARROLLO FAMILY	M/C Direct Service	FFS-EPSDT	74-218	\$743,116.00	Medi-Cal, MH Realignment
ECMHP (EARLY CHILD.)- First 5	M/C Direct Service	FFS-EPSDT	24-308	\$4,220,922.00	Medi-Cal, MH Realignment
FRED FINCH YOUTH CTR - MT DIABLO SED	M/C Direct Service	FFS-EPSDT	24-928	\$1,559,194.00	Medi-Cal, MH Realignment, Mount Diablo Unified
LA CHEIM SCHOOL	M/C Direct Service	FFS-EPSDT	24-133	\$2,826,846.00	Medi-Cal, MH Realignment
La Clínica de La Raza	M/C Direct Service	FFS-EPSDT	74-452	\$918,390.00	Medi-Cal, MH Realignment
MILHOUS CHILDREN'S SERVICES INC (new name: Mountain Valley Child and Family Services, Inc.)	M/C Direct Service	FFS-EPSDT	24-773	\$1,400,000.00	Medi-Cal, MH Realignment
MT. DIABLO UNIFIED SCHOOL DISTRICT	M/C Direct Service	FFS-blended	74-371	\$5,231,368.00	Medi-Cal, MH Realignment, Mount Diablo Unified
Paradise Adolescent Homes, Inc.	M/C Direct Service	FFS-EPSDT	74-622	\$242,000.00	Medi-Cal, MH Realignment
SENECA FAM OF AGENCY - Therapeutic Foster Care (TFC-PT for EHSD CCR)	M/C Direct Service	cost	74-621	\$394,200.00	EHSD, MH Realignment
SENECA FAM OF AGENCY- Mobile Crisis and START/FSF	M/C Direct Service	cost	74-577	\$3,748,857.00	Medi-Cal, MH Realignment, MHSA
SENECA FAM OF AGENCY-TBS and School based	M/C Direct Service	FFS-EPSDT-blended	74-058	\$7,655,806.00	Medi-Cal, MH Realignment, Mount Diablo Unified, WCCUSD, Probation
Vistability	M/C Direct Service	FFS-EPSDT	24-707	\$2,490,676.00	MH Realignment
WE CARE SERVICES FOR CHILDREN	M/C Direct Service	FFS-EPSDT	24-705	\$2,594,050.00	Medi-Cal, MH Realignment
WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT	M/C Direct Service	FFS-EPSDT-BLENDED	74-191	\$749,268.00	Medi-Cal, MH Realignment
YOUTH HOMES	M/C Direct Service	FFS-EPSDT	74-322	\$4,851,636.00	Medi-Cal, MH Realignment
YWCA of CONTRA COSTA/SACRAMENTO	Non M/C Direct Service	Cost	74-559	\$250,000.00	CalWorks
YWCA of CONTRA COSTA/SACRAMENTO (EPSDT)	M/C Direct Service	FFS-EPSDT	74-543	\$764,468.00	Medi-Cal, MH Realignment
Administrative Contracts					
Ambulnz, LLC	consultation/Admin	FFS	74-551	\$50,000.00	MH Realignment
Aurrera Health	consultation/Admin	FFS	74-605	\$100,000.00	FFP, MH Realignment
California Mental Health Services Authority (AB 1299)	consultation/Admin	FFS	74-585	\$398,747.00	MH Realignment
CONSUMERS SELF HELP CENTER	consultation/Admin	cost based	74-476	\$274,200.00	MH Realignment
FAY, JOEL, PSY.D.ABPP	consultation/Admin	COST	74-522	\$5,000.00	MHSA
Natalie Todd, Psy.D. (DBT Consultant)	consultation/Admin	FFS	74-620	\$8,200.00	MHSA
Optimas Services, Inc.	consultation/Admin	FFS	74-545	\$80,000.00	MH Realignment
PROTRANSPORT-1, LLC	consultation/Admin	FFS	74-555	\$100,000.00	MH Realignment
Sherry Burke (TBS Training Consultant)	consultation/Admin	FFS	74-059	\$37,275.00	MH Realignment
SHS Consulting, Inc.	consultation/Admin	FFS	74-626	\$186,200.00	Realignment
SVT Gruppe	consultation/Admin	FFS	74-588	\$50,000.00	County General Fund
Network Providers					
A Step Forward	Network providers	FFS	24-949-39	\$472,000.00	Medi-Cal
Adu-Poku, Queen	Network providers	FFS	74-341-77	\$18,000.00	Medi-Cal
Allied Medical and Consultation Services	Network providers	FFS	74-475-86	\$1,000,000.00	Medi-Cal
Alonso, Susan	Network providers	FFS	74-475-39	\$30,000.00	Medi-Cal
Assaf, Heftsi	Network providers	FFS	74-271-52	\$136,000.00	Medi-Cal
Ayres, Ellen	Network providers	FFS	74-341-34	\$106,000.00	Medi-Cal
Barcenas, Olivia - added	Network providers	FFS	74-271-23	\$78,000.00	Medi-Cal
Bay Area Doctors - (Sachdev, Neelam)	Network providers	FFS	74-341-70	\$1,300,000.00	Medi-Cal
Bechtel, Joan	Network providers	FFS	74-475-49	\$58,000.00	Medi-Cal
Benjamin (Umoja), Karen	Network providers	FFS	74-341-30	\$90,000.00	Medi-Cal
Bergesen, David	Network providers	FFS	74-475-154	\$78,000.00	Medi-Cal
Bhimji, Altaf	Network providers	FFS	74-475-115	\$137,000.00	Medi-Cal
Bieda, Jr., John (Bay Area Therapy Group)	Network providers	FFS	74-475-29	\$250,000.00	Medi-Cal
Bond, Jane	Network providers	FFS	74-475-144	\$51,000.00	Medi-Cal
Bradley, Kelly	Network providers	FFS	74-341-25	\$120,000.00	Medi-Cal
Bread, Carolyn	Network providers	FFS	74-184-52	\$76,000.00	Medi-Cal
Burns, Isaac	Network providers	FFS	74-475-24	\$175,000.00	Medi-Cal
Castillo, Carolina	Network providers	FFS	74-341-84	\$238,000.00	Medi-Cal
Chance, Sarah	Network providers	FFS	74-475-132	\$68,000.00	Medi-Cal
Chow, Karen	Network providers	FFS	74-475-157	\$45,000.00	Medi-Cal
Collins, Mark	Network providers	FFS	74-475-142	\$68,000.00	Medi-Cal
Cousineau, Jack	Network providers	FFS	74-475-83	\$60,000.00	Medi-Cal
Cragin, Anna	Network providers	FFS	74-475-67	\$150,000.00	Medi-Cal
Daniels, Anthony	Network providers	FFS	74-271-28	\$50,000.00	Medi-Cal
De Jesus, Ana - added	Network providers	FFS	74-475-54	\$204,000.00	Medi-Cal
De Souza, Ryann (RD Family Therapy Inc.)	Network providers	FFS	74-475-53	\$42,000.00	Medi-Cal
Deshe Drori, Maya	Network providers	FFS	74-475-133	\$92,000.00	Medi-Cal
Discovery Counseling	Network providers	FFS	24-949-30	\$72,000.00	Medi-Cal
Doughty, Frances	Network providers	FFS	74-108-32	\$80,000.00	Medi-Cal
Drazen, Karen	Network providers	FFS	74-475-113	\$36,000.00	Medi-Cal
Duggan, Cassandra	Network providers	FFS	74-475-119	\$76,000.00	Medi-Cal
Edwards, James	Network providers	FFs	74-475-128	\$45,000.00	Medi-Cal

Health Providers:	Contract Type	Reimburs. Type	Contract #	CPL	Funding Source(s)
Endurance- A Sports & Psychology Center, Inc.	Network providers	FFS	74-271-64	\$28,000.00	Medi-Cal
Engeldinger, Tiffany	Network providers	FFS	74-475-121	\$30,000.00	Medi-Cal
Erickson, James	Network providers	FFS	74-475-59	\$41,000.00	Medi-Cal
Evgenia Feldshtern, Jenny	Network providers	FFS	74-184-5	\$106,000.00	Medi-Cal
Fanaee, Soheila	Network providers	FFS	74-108-68	\$209,000.00	Medi-Cal
Farnell, Abby	Network providers	FFS	74-475-145	\$38,000.00	Medi-Cal
Fesperman, Renee	Network providers	FFS	74-341-49	\$33,000.00	Medi-Cal
Fetz, Dana	Network providers	FFS	24-950-65	\$58,000.00	Medi-Cal
Fonrose, La'Quesha	Network providers	FFS	74-475-60	\$106,000.00	Medi-Cal
Garay, Maria	Network providers	FFS	74-475-37	\$23,000.00	Medi-Cal
Giustino, Marjory	Network providers	FFS	74-271-50	\$181,000.00	Medi-Cal
Gonzales, Eva	Network providers	FFS	74-475-148	\$101,000.00	Medi-Cal
Gonzales, Hugo	Network providers	FFS	74-341-99	\$333,000.00	Medi-Cal
Gordon, Gail	Network providers	FFS	74-475-35	\$51,000.00	Medi-Cal
Green, Genevieve	Network providers	FFS	74-475-143	\$33,000.00	Medi-Cal
Haber, Debra	Network providers	FFS	74-225-9	\$120,000.00	Medi-Cal
Hahn-Smith, Anne	Network providers	FFS	74-341-56	\$157,000.00	Medi-Cal
Hanzy, Richard	Network providers	FFS	74-475-62	\$280,000.00	Medi-Cal
Harkless, Suzanne	Network providers	FFS	74-475-159	\$20,000.00	Medi-Cal
Hart, Mary	Network providers	FFS	74-475-13	\$21,000.00	Medi-Cal
Haskin, Joanna	Network providers	FFS	74-475-123	\$40,000.00	Medi-Cal
Hayes-Hernandez, Elizabeth	Network providers	FFS	74-475-156	\$40,000.00	Medi-Cal
Henderson, Sarah	Network providers	FFS	74-475-101	\$135,000.00	Medi-Cal
Hernandez, Gertrudes	Network providers	FFS	74-108-4	\$63,000.00	Medi-Cal
Hill, Christopher	Network providers	FFS	74-475-138	\$68,000.00	Medi-Cal
Hope Springs	Network providers	FFS	74-475-150	\$123,000.00	Medi-Cal
Hourany, Johanna	Network providers	FFS	74-475-19	\$72,000.00	Medi-Cal
Iannaccone, Elizabeth	Network providers	FFS	74-475-57	\$52,000.00	Medi-Cal
Jammalamadaka, Kameswari	Network providers	FFS	74-341-40	\$34,000.00	Medi-Cal
Jones, Judith	Network providers	FFS	74-271-40	\$8,000.00	Medi-Cal
Jones, Rylee	Network providers	FFS	74-108-17	\$32,000.00	Medi-Cal
Jones-Udefi, Deneta - new provider	Network providers	FFS	74-475-160	\$12,000.00	Medi-Cal
Kacerguis, Mary	Network providers	FFS	74-108-14	\$215,000.00	Medi-Cal
Kafele, Dajenya	Network providers	FFS	74-184-59	\$45,000.00	Medi-Cal
Kakar, Nadieh	Network providers	FFS	74-475-95	\$70,000.00	Medi-Cal
Keeler, Linda	Network providers	FFS	74-475-79	\$160,000.00	Medi-Cal
Ketabchi E., Mahmood	Network providers	FFS	74-475-94	\$220,000.00	Medi-Cal
King, Marilee	Network providers	FFS	74-475-23	\$155,000.00	Medi-Cal
King, Tristram	Network providers	FFS	74-475-68	\$85,000.00	Medi-Cal
Kobold, Debra	Network providers	FFS	74-475-111	\$29,000.00	Medi-Cal
Lambert, Kelly	Network providers	FFS	74-341-95	\$176,000.00	Medi-Cal
Large, Barbara	Network providers	FFS	74-341-17	\$110,000.00	Medi-Cal
Lebeck, Sherry	Network providers	FFS	74-108-80	\$10,000.00	Medi-Cal
Lewellyn, Rene	Network providers	FFS	74-271-11	\$130,000.00	Medi-Cal
Lichty, Denise	Network providers	FFS	74-475-139	\$40,000.00	Medi-Cal
Life Balance Institute of Healing	Network providers	FFS	74-475-114	\$61,000.00	Medi-Cal
Linaman, Emily	Network providers	FFS	74-475-127	\$36,000.00	Medi-Cal
Little, Catherine	Network providers	FFS	74-341-83	\$23,000.00	Medi-Cal
Lopez, Cristobal	Network providers	FFS	74-475-136	\$81,000.00	Medi-Cal
Lopez, Salvador	Network providers	FFS	74-341-36	\$72,000.00	Medi-Cal
Lowry, Kelly	Network providers	FFS	74-341-38	\$61,000.00	Medi-Cal
Lumia, Charlin	Network providers	FFS	74-475-109	\$32,000.00	Medi-Cal
Madlener, Christina	Network providers	FFS	74-108-34	\$107,000.00	Medi-Cal
Madrigal, Sara	Network providers	FFS	74-225-23	\$15,000.00	Medi-Cal
Mandy, Aurora	Network providers	FFS	74-341-32	\$102,000.00	Medi-Cal
Marquez, Anita	Network providers	FFS	74-475-158	\$32,000.00	Medi-Cal
Martin, Thomas	Network providers	FFS	74-225-27	\$113,000.00	Medi-Cal
Marzioli, Joanne	Network providers	FFS	74-108-26	\$42,000.00	Medi-Cal
McIntyre, Judith	Network providers	FFS	74-271-65	\$254,000.00	Medi-Cal
Meginnnes, Kody	Network providers	FFS	74-475-75	\$7,100.00	Medi-Cal
Mikolajczyk, Pamela	Network providers	FFS	74-225-46	\$75,000.00	Medi-Cal
Mills, Brittanie	Network providers	FFS	74-475-125	\$26,000.00	Medi-Cal
Monelli, Mona	Network providers	FFS	74-184-51	\$106,000.00	Medi-Cal
Morales, Milciades	Network providers	FFS	74-108-71	\$77,000.00	Medi-Cal
Moreno, Rene	Network providers	FFS	74-475-130	\$50,000.00	Medi-Cal
Morgan, Louise	Network providers	FFS	74-475-18	\$93,000.00	Medi-Cal
Morris, Ricky - new provider	Network providers	FFS	74-475-162	\$40,000.00	Medi-Cal
Mullen-Tiras, Mary	Network providers	FFS	74-271-35	\$75,000.00	Medi-Cal
New, Sonja	Network providers	FFS	74-475-90	\$80,000.00	Medi-Cal
Nichols, Grace	Network providers	FFS	74-475-108	\$55,000.00	Medi-Cal

Health Providers:	Contract Type	Reimburs. Type	Contract #	CPL	Funding Source(s)
Novak, Valerie - new provider	Network providers	FFS	74-475-102	\$27,000.00	Medi-Cal
Olvera, Patricia	Network providers	FFS	74-475-69	\$49,000.00	Medi-Cal
Owens, Clifford	Network providers	FFS	74-475-98	\$236,000.00	Medi-Cal
Paolini, Sandra	Network providers	FFS	74-271-57	\$191,000.00	Medi-Cal
Parros, Jocelyn	Network providers	FFS	74-184-20	\$106,000.00	Medi-Cal
Pourasef, Parvin	Network providers	FFS	74-475-85	\$172,000.00	Medi-Cal
Remarkable Marriage & Family Institute - added	Network providers	FFS	74-475-78	\$1,500,000.00	Medi-Cal
Rice, Valerie	Network providers	FFS	74-271-73	\$61,000.00	Medi-Cal
Rios, Ena	Network providers	FFS	74-271-19	\$284,000.00	Medi-Cal
Ritzer, Dora	Network providers	FFS	74-475-64	\$94,000.00	Medi-Cal
Rivera-Lopez, Hector	Network providers	FFS	24-949-11	\$48,000.00	Medi-Cal
Rogers, Deborah	Network providers	FFS	74-108-72	\$64,000.00	Medi-Cal
Roller, Carolyn	Network providers	FFS	74-341-59	\$98,000.00	Medi-Cal
Rosen-Hanson, Fey	Network providers	FFS	74-475-146	\$82,000.00	Medi-Cal
Ruano- Garcia, Laura	Network providers	FFS	74-475-21	\$190,000.00	Medi-Cal
Rule, Olga	Network providers	FFS	74-475-105	\$55,000.00	Medi-Cal
Rusby, Marsha	Network providers	FFS	74-341-76	\$20,000.00	Medi-Cal
Schuler, Gioia	Network providers	FFS	74-475-126	\$86,000.00	Medi-Cal
Schwitters, Donna	Network providers	FFS	74-271-39	\$90,000.00	Medi-Cal
Scott, Amy	Network providers	FFS	74-225-62	\$130,000.00	Medi-Cal
Seid, Erika	Network providers	FFS	74-341-75	\$54,000.00	Medi-Cal
Selva, Madhulla	Network providers	FFS	74-475-82	\$42,000.00	Medi-Cal
Simmons, Halsey	Network providers	FFS	74-475-104	\$135,000.00	Medi-Cal
Simmons-Slater, Lisa	Network providers	FFS	74-341-31	\$23,000.00	Medi-Cal
Slater, Lisa	Network providers	FFS	74-475-5	\$120,000.00	Medi-Cal
Smith, Allison	Network providers	FFS	74-341-93	\$206,000.00	Medi-Cal
Smith, Franci	Network providers	FFS	74-341-81	\$53,000.00	Medi-Cal
Somberg, Amanda	Network providers	FFS	74-475-42	\$24,000.00	Medi-Cal
Stewart, Jill	Network providers	FFS	74-475-140	\$77,000.00	Medi-Cal
Thomas, Demetra	Network providers	FFS	74-341-12	\$50,000.00	Medi-Cal
Thompson, Angelica	Network providers	FFS	74-475-116	\$37,000.00	Medi-Cal
Urdan, Alison	Network providers	FFS	74-184-62	\$151,000.00	Medi-Cal
Vargas, Genoveva	Network providers	FFS	74-475-80	\$78,000.00	Medi-Cal
Walker, Andrea	Network providers	FFS	74-225-78	\$73,000.00	Medi-Cal
Xie, Yuhuan	Network providers	FFS	74-475-124	\$249,000.00	Medi-Cal
Yavarian, Elham	Network providers	FFS	74-475-34	\$150,000.00	Medi-Cal
AODS					
Aegis Treatment Centers	MAT	FFS	74-576	\$26,239.80	Drug Medi-Cal, FFP
BAART	MAT	FFS	24-979	\$8,474,886.22	Drug Medi-Cal, FFP
BACR	Prevention	FFS	74-439	\$471,413.00	SABG, CRRSAA, ARPA
Bi-Bett	DMC RES and OP	FFS	74-174	\$5,229,207.79	AB109, SABG, Drug Medi-Cal, SGF, FFP, LRF
Bi-Bett (Transitional Housing)	Supported/Subsidized Housing	FFS	74-463	\$185,529.50	AB109
CHAA	Prevention	FFS	74-054	\$181,955.00	SABG
CHD	Prevention	FFS	24-259	\$825,600.00	SABG, CRRSAA, ARPA
Harmonic Solutions	MAT	FFS	74-623	\$1,346,781.00	Drug Medi-Cal, FFP
J Cole House	DMC Res	FFS	74-222	\$960,695.00	AB109, Drug Medi-Cal, FFP, SGF, LRF
La Familia - Perinatal/Prevention	Prevention	FFS	74-628	\$317,252.00	SABG
La Familia - Youth	Prevention	FFS	74-624	\$687,778.00	AB109, CRRSAA, ARPA
Latino Commission	DMC Res	FFS	74-600	\$44,513.60	Drug Medi-Cal, FFP, LRF, SABG
MLN Consulting (Maleah Novak)	consultation/Admin	FFS	74-266	\$50,400.00	DUI & PC1000 Program Monitoring Fees
NIATx Foundation	consultation/Admin	FFS	74-632	\$16,650.00	SABG
Options Recovery Services	Non M/C Direct Service	FFS	74-652	\$1,432,791.00	Drug Medi-Cal, FFP, LRF, CRRSAA
Oxford Houses	Supported/Subsidized Housing	FFS	74-578	\$361,480.00	SABG, AB109, CRRSAA
Reach Project	DMC Outpatient	FFS	24-243	\$1,756,443.00	Drug Medi-Cal, FFP, LRF, SGF, ARPA, SABG
Reach SAMHWorks	Non M/C Direct Service	FFS	74-535	\$240,000.00	CALWORKS
Shelter, Inc.	Supported/Subsidized Housing	FFS	74-639	\$335,152.00	SABG
Ujima Family Recovery	DMC RES and OP	FFS	24-429	\$3,273,192.00	AB109, Drug Medi-Cal, FFP, LRF, SABG
WestCare California	DMC Res	FFS	74-610	\$1,878,998.10	AB109, Drug Medi-Cal, SGF, SABG
Psychiatrists					
JACKSON-COKER LOCUM TENENS (JC)	Residential	FFS	74-277	\$1,438,336.00	MH Realignment
*Artoteles Tandinco (JC)	Psychiatrists/Locums	FFS	74-277	N/A	MH Realignment
*Carlotta Freeman (JC)	Psychiatrists/Locums	FFS	74-277	N/A	MH Realignment
*Donna Ehlers (JC)	Psychiatrists/Locums	FFS	74-277	N/A	MH Realignment
*Kathryn Langham (JC)	Psychiatrists/Locums	FFS	74-277	N/A	MH Realignment
*Richard Chung (JC)	Psychiatrists/Locums	FFS	74-277	N/A	MH Realignment
*William Portman (JC)	Psychiatrists/Locums	FFS	74-277	N/A	MH Realignment
Alexander Gorodetsky	Psychiatrists/Locums	FFS	24-991	\$139,776.00	MH Realignment
Arienne Ferguson	Psychiatrists/Locums	FFS	74-470	\$230,630.00	MH Realignment
Bettina Mutter	Psychiatrists/Locums	FFS	74-619	\$263,578.00	MH Realignment
David Schwartz	Psychiatrists/Locums	FFS	74-424	\$174,720.00	MH Realignment

Health Providers:	Contract Type	Reimburs. Type	Contract #	CPL	Funding Source(s)
Douglas Hanlin	Psychiatrists/Locums	FFS	74-465	\$230,630.00	MH Realignment
Edward Lau	Psychiatrists/Locums	FFS	74-448	\$344,488.00	FFP, MH Realignment
Indra Singh	Psychiatrists/Locums	FFS	74-462	\$351,437.00	MHSA
Jennifer Miles	Psychiatrists/Locums	FFS	74-592	\$351,438.00	Medi-Cal, MH Realignment
Jenny Guss	Psychiatrists/Locums	FFS	74-365	\$362,208.00	MH Realignment
John Rostkowski	Psychiatrists/Locums	FFS	74-464	\$153,753.60	MH Realignment
Kimberly Loda	Psychiatrists/Locums	FFS	24-704	\$230,631.00	MH Realignment
Lisa Wang	Psychiatrists/Locums	FFS	74-355	\$249,480.00	MH Realignment
Macey Rosenthal	Psychiatrists/Locums	FFS	74-474	\$209,664.00	MH Realignment
Margaret Miller	Psychiatrists/Locums	FFS	74-489	\$230,630.00	MH Realignment
Michael Levin	Psychiatrists/Locums	FFS	74-433	\$310,496.00	MH Realignment
Nancy Ebbert	Psychiatrists/Locums	FFS	24-628	\$351,438.00	FFP, MH Realignment, MHSA
Neil Sachs	Psychiatrists/Locums	FFS	74-446	\$296,524.80	MH Realignment
Richard Baldwin	Psychiatrists/Locums	FFS	74-343	\$175,719.00	MHSA
Robin Asher	Psychiatrists/Locums	FFS	74-514	\$263,578.00	FFP, MH Realignment
Ron Leon	Psychiatrists/Locums	FFS	74-394	\$244,359.00	MH Realignment
Shahbaz Khan	Psychiatrists/Locums	FFS	74-408	\$144,144.00	MH Realignment
Sunil Kishan	Psychiatrists/Locums	FFS	74-515	\$113,824.00	Medi-Cal, MH Realignment
Vasanta Giri	Psychiatrists/Locums	FFS	74-438	\$376,320.00	Medi-Cal, MH Realignment



FINANCE COMMITTEE REPORT

October 3, 2022

HEALTH SERVICES DEPARTMENT CONTRACT BACKGROUND

The Health Services Department (HSD) has in place an extensive contracting process including a contract-monitoring program. Health Services Division staff, working through their respective chain of command, are responsible for following the necessary contract process and monitoring executed contracts. Two types of monitoring take place: performance monitoring and fiscal monitoring. Performance monitoring ensures that services are being provided as stated under the terms of the contract. Fiscal monitoring ensures that authorized payment limits are not exceeded. In some HSD Divisions, one person performs both types of monitoring. In other Divisions, these duties are shared among two or more staff, depending upon workload.

References/Guiding Policies:

HSD Professional Services contracting operates under the policy parameters prescribed in:

Administrative Bulletin 605.4, Contracting for Special Services (Attachment A). This Countywide policy describes the Special Services (commonly referred to as Professional Services) process for obtaining independent contractor services.

The policy defines Special/Professional Services in part as “services, education or training and may be in financial, economic, accounting...legal, medical, therapeutic, administrative” areas. The two “Determinations” needed to contract under this policy are (1) “the required services constitute special services” and (2) Classified county staff are not available to perform the special services. All of the Departments contracts are for professional services as identified in the policy and meet the two determinations for contracting. A competitive bid process is not required for this contracting category.

Examples of the HSD Professional Services contracts includes: CCRMC Specialist Physicians, CCRMC Ancillary Medical Care services; Community Based Behavioral Health services; Mental Health Medi-Cal Provider Network; Contra Costa Health Plan Provider Network; Residential Board and Care; Hospitals such as John Muir, UCSF, Sutter Delta and Kaiser; Clinic Services, non-emergency medical transportation; translation and language services, pharmacy, laboratory, temporary help firms including nursing and physicians registries, school-based services, student training programs, Senior Nutrition services,

Communicable Disease services including vaccinations, Information Technology services/software, medical equipment maintenance, actuaries, medical billing, compliance, legal, training and consultation.

Administrative Bulletin 613.0, Contracts with Community-Based Organizations (Attachment B). This Countywide policy describes the policy and procedure for contracting with Community Based Organizations (CBO's) when a "new dedicated funding stream" is available. This policy is "exclusively" related to new dedicated funding streams utilized for the expansion of existing services or for the addition of new services. A competitive bid process is required for this contracting category.

HSD Policy 105A, Contract and Grant Document Processing (Attachment C). This HSD policy describes the internal Department procedures, staff responsibilities and expectations for the processing and monitoring of contracts. This policy was updated on September 1, 2022 to reflect a renewed emphasis on reducing the need for retroactive contracts. An in-service training of management staff was conducted on August 18, 2022 to insure a full understanding of contract processing requirements (Attachment D).

A flow chart of the contracting process from initiation to completion inclusive of the payment process is included as Attachment E.

Purchasing Policies and Procurement Manual (Revised 2016) published by the Public Works Department (Purchasing Transactions for non-professional (Special) services), HSD follows the Policies as outlined in the Public Works manual. Department purchasing transactions include commodity purchases, products and routine services, materials, supplies, furnishings, equipment, and other personal property used by County departments and officials. Purchasing Transactions are anything purchased other than personal and **professional services**, real property, and public projects. They may be a combination of goods and services in the same acquisition where the supplier of the good must also provide installation and/or support. A Purchasing Transaction may be for a single system, consisting of multiple components that are unable to function independent of one another such as computer equipment. In fiscal year 2020/21, HSD purchased \$130.5 million of goods through the Purchase Order process representing 62% of the county total. A competitive bid process is required for this purchasing category (Attachment F).

CONTRACTING PROCESS

The Contracts & Grants Unit of the Health Services Department prepares all Professional services contracts requested by the Department's nine Divisions (Public Health, Environmental Health, Hazardous Materials, Office of the Director, Emergency Medical Services, Behavioral Health, Health Housing and Homeless, Contra Costa Regional Medical Center and the Contra Costa Health Plan), in accordance with the Contra Costa County Guide to Contracts Administration and the applicable Administrative Bulletins.

In FY 2021-2022, the Contracts Unit received **1,240** requests for professional services contracts for a total value of \$672.6 million (Attachment G).

For the time period January 2022-August 2022 a total of 106 contracts were retroactive to the Board of Supervisors. The reasons for the retroactive actions are below. Detail by Division is listed in Attachment H.

Retroactive Contracts for Board of Supervisors
Reporting Dates: January 1, 2022 through August 31, 2022

<u>Retroactive Reason</u>	
COVID-19 urgent/unexpected	6
Delay due to Contractor needing to register with SOS or submit required forms to Division	4
Delay due to County Counsel approval of language	2
Delay due to Fed/State late in defining program or rates	10
Delay due to needing BOS action regarding program direction or funding	4
Delay due to negotiation between Division and Contractor	23
Delay due to Personnel approval (Union M&C or Fingerprinting)	4
Delay due to waiting on information from Division	2
HSD staff administrative oversight/staffing vacancies	8
Lack of real time knowledge of expenditures	8
Rate adjustment due decreased volume from COVID-19	35
Total:	106

CONTRACT ADMINISTRATION PROCESS

The Division Staff, working through their respective Administrators, Division Directors, and/or Program staff, are responsible for initiating their purchase of service contracts and following the necessary Contract Process as follows:

Contract and Grant Document Processing:

Submission of an On-line Request Form, and any necessary accompanying documentation, such as Registration and Certification forms, service plans, Questionnaires for Determining Worker Status, W-9, narrative statements, program justification, and other information required for briefing the Health Services Director, the County Administrator, and/or the Board of Supervisors.

By submitting an On-line Request Form for approval, the Division's Administrator signifies that there is funding in the Division's budget for the contract services being requested. Division Directors are responsible for providing final approval for document processing by approving the On-line Request Form.

Accounting Staff:

Division and Department accounting staff and the Auditor-Controller are responsible for monitoring and administering the financial aspects of all contracts and grants.

Division Managers:

1. Determine the need for and appropriateness of contracted services and ensure the availability of contract funding;
2. Determine the method of provider selection; implement the selection process; select a provider(s); and negotiate contract terms with the selected contractor(s). When conducting the selection process and choosing a vendor/contractor, they should include the bids, issuing requests for proposals or requests for qualifications/information;
3. Ensure that the contracted services being requested is legal; and submit contract proposal to the HSD Director and/or HSD Chief Operating Officer/Chief Financial Officer for preliminary approval;
4. Prepare and submit a copy of the draft contract service plan for review to the HSD Personnel Officer to avoid any Merit System conflict, when appropriate;
5. Submit an On-line Request Form to the Division's Director or Administration for review/approval in accordance with Contra Costa Health Services Policy 105A;
6. Inform prospective contractors of the County's insurance coverage requirements;

7. Ensure that the contract service plan describes who will do what, when, where, why, to what degree, how often and for how much;
8. Develop measurable outcome-oriented objectives for each contract;
9. **Implement a methodology for MONITORING and EVALUATING the contractor's performance during the term of the contract (see Division Monitoring Process in next section below);**
10. **AT ALL TIMES:** Authorize and monitor the payments due to the contractor under the terms of the contract; and
11. Have a system in place to monitor all funds due the County through the grant awards and submit such grant documents to the HSD Contracts and Grants Unit for processing.

DIVISION CONTRACT MONITORING PROCESSES

BEHAVIORAL HEALTH SERVICES

Behavioral Health Services Fiscal and Performance Monitoring of Contracts

1. BHS Fiscal Monitoring
 - a. Monthly Invoicing Process
 - i. reports generated on 15th of month indicating services that can be submitted to DHCS for adjudication as well as all unresolved errors
 1. CBOs paid for “billable” services that can be claimed through various funding sources
 - ii. Payment limits monitored to check for under or overutilization of funding and services
 - b. Quarterly Reconciliation Process
 - i. On 20th day after the end of each quarter of the Fiscal year, Quarterly Reconciliation report produced and disseminated to CBOs
 - ii. In-depth review of all services rendered, including all denied services, and compared to the contract payment limit for every funding source
 - c. Data Review Meetings
 - i. Bi-monthly meeting with IT and UR to review all services entered into ShareCare for accuracy
 - ii. Issues found during review are given to the providers for correction and are monitored by contract monitors until issues are resolved
 - d. Mid-Year Projections
 - i. Generated by contract monitors and utilized for upcoming contract renewals
 1. Review of all services rendered, staff utilized, need for additional funding or reductions for next Fiscal year though ShareCare services, contract payment limits and fee schedules. (Projections are discussed for mid-year program review meetings with providers to discuss funding needs for upcoming fiscal year.)
 - e. Revenue Management Meetings
 - i. Monthly discussion of revenue being generated by BHS programs
 1. Track services approved, denied and awaiting adjudication by DHCS
 - ii. Technical assistance and information from IT for billing system
 - iii. Monitor compliance with all DHCS regulations
 - f. Weekly Sponsor Meetings
 - i. Review payment issues throughout entire system with Patient Accounting
 1. Technical assistance offered to CBOs found with recurring billing issues
2. BHS Performance Monitoring
 - a. On-Site Monitoring

- i. BHS representatives (Quality Assurance, Transition Team, etc.) go on site to the majority of all contracted facilities on an annual basis
 - ii. QM and UM team utilizes comprehensive monitoring tool to ensure all regulations are properly monitored
 - 1. QM and UM team meets with internal Contract team on regular basis to ensure monitoring tool continues to meet all regulations and performance measures in the contract boilerplate
 - iii. Provider files are checked to ensure services are being rendered as contractually obligated
 - 1. Quality Improvement Plan required for any deficiencies found during the chart review
- b. Data Integrity Meeting
 - i. QM and UM team collects demographic information and other essential data elements and generates pertinent reports for the individual providers and the overall system, ensuring contractual requirements are available for review
 - ii. Data is reviewed monthly with program management at each facility and as needed
 - iii. Discussions and revisions to current procedures or processes may occur based on the information
 - 1. Individual discussions with providers occur when deemed necessary based on the data
- c. Quarterly System of Care Meetings
 - i. Data is analyzed and reviewed with provider executive team
 - ii. Larger policy and procedure changes are discussed to ensure compliance with performance measures for entire provider network
- d. Timely Access to Services
 - i. Review of time from initial contact to the Access Line to initial appointment for treatment based on data pulled from Tapestry, Epic (CSI Timeliness) and ShareCare
 - 1. CBOs found out of compliance receive additional technical assistance from Quality Assurance team
- e. Cultural Competence Training
 - i. Monitoring of Relias to ensure all county employees are fully trained on cultural competencies
 - ii. CBOs required to submit proof of training or attestation training has occurred for all staff
- f. Monitoring of Grievances and Complaints
 - i. Total number of grievances and complaints reviewed to check for problematic CBOs
 - ii. Total NOABDS reviewed for patterns and consistency
 - iii. Significant occurrences brought to the attention of respective Chiefs for review and potential remediation

Additional Specific Specialty Mental Health Services Fiscal and Performance Monitoring

1. Additional SMHS Fiscal Monitoring
 - a. Scheduled Contract Monitoring
 - i. Chiefs conduct in-person or virtual reviews of client files and services rendered via ShareCare
 1. Largest contracts monitored monthly with all other contracts reviewed quarterly or as needed, depending on the contract payment limit
 - ii. Services reviewed for under or overutilization of services as well as potential need for expansion of services
 - b. Monthly Contractors Meeting
 - i. Review of various topics impacting future rendering of services
 1. Revisions to billing process
 2. DHCS information notices
2. Additional SMHS Performance Monitoring
 - a. Site Certification
 - i. Provider Relations and Credentialing review facilities and staff to ensure compliance with contractual requirements
 1. Ensures facilities and staff are fully vetted and meet educational requirements to render all contracted services
 - ii. Q team utilizes comprehensive monitoring tool to ensure all DMC, SABG and AB-109 regulations are properly monitored
 - b. Work Plan Cover Page expansion
 - i. Performance benchmarks are assigned to each CBO based on the services to be rendered in each contract
 1. Contract monitors receive reports from CBOs on all performance measures to ensure compliance with contract requirements (initial reports to be submitted this Fiscal year)
 - c. Review of CANS Assessment
 - i. Ensure compliance with timing of rendering the assessments (at admission and every six months thereafter)
 - ii. Data is reviewed to ensure services are meeting the needs of youth in treatment settings

Additional Alcohol and Other Drugs Services Fiscal and Performance Monitoring

1. Additional AODS Fiscal Monitoring
 - a. Annual Fiscal Reviews
 - i. conducted during Quality Assurance on-site monitoring by Finance Department representative
 1. Financial files are reviewed for accuracy against submitted demands
 2. Confirm all services are rendered by authorized staff
 - b. Prevention Services Review
 - i. Services entered into State's Prevention Data system
 1. Reports generated and monitored by AODS Prevention staff
 - ii. Units of service included in monthly activity report for payment
2. Additional AODS Performance Monitoring
 - a. Additional On-Site Monitoring
 - i. AODS Quality Assurance (QA) team goes on site to all contracted facilities on an annual basis
 - ii. QA team utilizes comprehensive monitoring tool to ensure all DMC, SABG and AB-109 regulations are properly monitored
 1. QA team meets with internal Contract team on regular basis to ensure monitoring tool continues to meet all regulations and performance measures in the contract boilerplate
 - iii. Provider files are checked to ensure services are being rendered as contractually obligated
 1. Quality Improvement Plan required for any deficiencies found during the chart review
 - b. Quarterly System of Care Meetings
 - i. Data is analyzed and reviewed with Executive leaders and other designated officials from each CBO
 1. Billing system changes
 2. DHCS information notices
 - ii. Larger policy and procedure changes are discussed to ensure compliance with performance measures for entire provider network

CONTRA COSTA HEALTH PLAN (CCHP)

Policy: Desk Procedures, Invoice & Payment Limit Tracking - Vendors

Summary:

This Desk Procedure will help to show the overview of monetarily tracking Subcontractors.

Tools:

- Contracts and Grants website access: [Contracts and Grants](#) (can also be accessed through iSite)
- Individual Vendor Contract Tracking Sheet: S:\Contracts\Invoices-Demands-PO\[Specific vendor contract]\Invoice Tracking\Tracking for Contract #XX-XXX
- Master Payment Limit Tracking Sheet: S:\Contracts\Contracts Payment Limit Tracking - 2022
- County Auditor website access: [Lookup Vendor by # \(contra-costa.ca.us\)](#) (can also be accessed through iSite)

Instructions:

Tracking Individual Vendor Invoices and Payments

Once an invoice is received, the invoice is logged in the individual tracking sheet (S-drive/Contracts/Invoices-Demands-PO/[specific vendor folder]

Example of individual tracking sheet: 3Prong Health (contracted vendor)

3 Prong(dba 3Prong Health)					
Contract	77-381			Payment Limit:	\$600,000.00
				Total Paid:	\$35,334.00
Effective Date	6/1/2022-5/31/2025			Remaining Balance:	\$564,666.00
Vendor#					
Invoice Date	Invoice Number	Invoice Amount	Cumulative Amount Paid	Remaining Balance	Notes
8/31/2022	62023	\$10,900.00			Jul 2022, OLD
9/2/2022	62025	\$24,144.00			Aug 2022, req revised invoice, rate for Med Dir is under, OLD
9/2/2022	62024	\$10,880.00			Jul 2022, req revised invoice, rate for Med Dir is under, OLD
9/6/2022	62026	\$10,980.00	\$10,980.00	\$589,020.00	revised July invoice
9/6/2022	62027	\$24,354.00	\$35,334.00	\$564,666.00	revised August invoice

The contract number, effective dates, and payment limit are found on C&G site.

The date of the invoice, invoice number, and invoice amount is entered into the tracking spreadsheet as soon as the invoice is received from the vendor.

Cumulative amount paid is the total amount of the invoices.

Remaining balance is amount after the invoices are deducted from the payment limit.

The amounts on the invoice are matched against the amounts listed in the contract. If there is an error on the invoice, then a revised invoice will be requested like in the image shown above. The invoices with errors are marked in red and are not included in the calculations.

The two invoices at the bottom are within the effective dates of the contract and there is a remaining balance of \$564,666.00.

The individual tracking sheets are monitored daily.

For vendors that we have a Purchase Order with, the tracking sheets are similar. Instead of contract number it will be PO number and payment limit to PO total. An example is WPATH.

When the remaining balance for a PO is low, a change order to add funds is requested and submitted to Purchasing Portal. The amount requested is added to the PO total.

Invoices are logged in the Invoice Interoffice Tracking spreadsheet to keep track of the invoices as it goes through the approval process, submitted to Auditor’s Office, and when a check is redeemed by the vendor. The tracking sheet is also monitored daily. The Auditor’s Intranet Site is used to obtain the check number and the date the check was issued and redeemed. For 3Prong Health invoices, all the required approvals were obtained. The invoices and demands were sent to Auditor’s Office on 9/8/2022.

Vendor Name	Invoice Received	Invoice Number	Invoice Date	Amount	Date Interofficed to AP (auditor)	Notes	Date Check Issued	Date Check Redeemed	Check #
3Prong Health (69494)	9/2/2022 9/6/2022	06-2025 OLD 06-2027 Revised	9/2/2022 9/6/2022	24,144.00 OLD 24,354.00 Revised	9/8/2022	9/2/22 requested revised invoice with correct rate for M.D review services MS 9/6/22 revised invoice to Sharron, demand to Terri MS 9/7/22 rec'd Sharron's approval MS 9/8/22 rec'd Terri's approval, will send to Auditors MS			
3Prong Health (69494)	8/31/2022 9/2/2022 9/6/2022	06-2023 OLD 06-2024 OLD 06-2026	8/31/2022 9/2/2022 9/6/2022	10,900.00 OLD 10,880.00 OLD 10,980.00	9/8/2022	8/31/22 invoice is missing an address to send payments to, V#69494 on Auditor's site, contract still needs to be signed off by Kathy as completed MS 9/1/22 requested for revised invoice with address MS 9/2/22 Deepak sent revised invoices with address, requested another revised invoice with correct rate for Medical Director review MS 9/6/22 revised invoice to Sharron, demand to Terri MS 9/7/22 rec'd Sharron's approval MS 9/8/22 rec'd Terri's approval, will send to Auditors MS			

Updating the Master Payment Limit Tracking Sheet:

The Master Payment Limit Tracking Sheet tracks the amount paid to Contracts and Vendors to ensure that the total amount they are paid doesn’t exceed the payment limit of their contract. Contracts are tracked on a quarterly basis and Vendors are tracked on a monthly basis. The Master Payment Limit Tracking Sheet can be found S:\Contracts\Contracts Payment Limit Tracking - 2022

1. Gathering relevant information

- Go to the Contracts and Grants website and type in Contract Name/Number in the Search Bar
- Click on the most recent C&G request
- Look up the Term Dates and Payment Limit of the Contract as shown below

Request
 Date of Request: 06/13/22 Requestor:
 Division: Contra Costa Health Plan (CCHP)
 Request Type: Renew Contract For Contract # 27854

Description
 AUDIT AND PERFORMANCE MEASURE SERVICES FOR CCHP

Monitoring: Phone Service plan attached: No

Contractor: ADVENT ADVISORY GROUP, LLC
 Doing Bus. As:
 Legal Address: 209 MAIN STREET NORTHPORT NY 11768
 Mailing Address: 209 MAIN STREET NORTHPORT NY 11768
 MSO: No BH Credentialing: No CCHP Provider Network: Yes

Contact: MEGHAN QUINN
 Phone: 631-964-2587
 e-mail: MQUINN@ADVENTADVISORYGROUP.COM
 Legal Status: LIMITED LIABILITY COMPANY
 HIPAA Business Associate: Yes

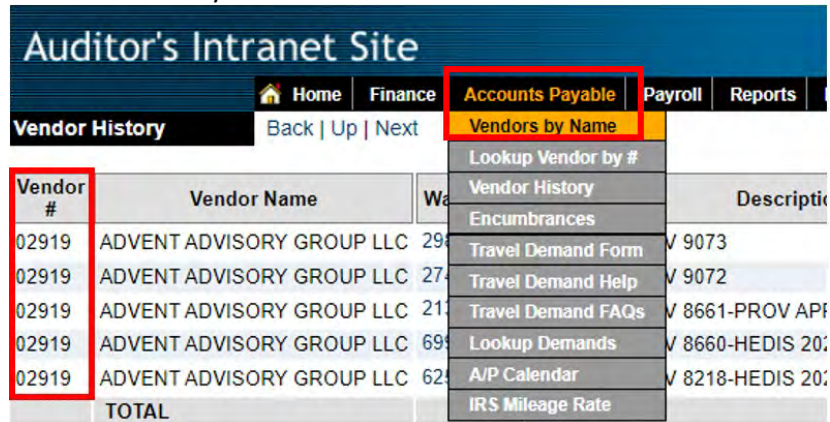
Woman owned business: Yes State certified business: No Certification expires:
 Minority owned business: No Local business: No
 Disabled veterans business: No Sole-source provider: No
 Disadvantaged business: No Other business: No
 Small business: Yes Exempt business (nonprofit, contractor subject to withholding): No

Term Effective: 10/01/22 Terminates: 09/30/23

Payment Limit
 Contract payment limit: \$33,630.00 Expenses: \$0.00
 Amend contract payment limit: \$0.00
 Automatic extension amount: \$0.00 Amend auto. extension amt: \$0.00

Payment Method: Fee Schedule - Schedule Attached

- Add the information in the Master Payment Limit Tracking Sheet
- To find the vendor number, check the contract's input sheet, event log in hardcopy folder, or ccLink. If still not found, you can look up the Vendor by Name on the Auditor's Website and it will show you the vendor number. See below.



- If there is already a row with information about the contract in the matrix (i.e. Contract is up for renewal soon), insert a row below it and add the updated information. Change term dates and payment limit as needed. See below.

1	Name of Contract	DBA	Vendor Number	Specialty	Effective Start Date	Effective End Date	Payment Limit
2	Advent Advisory Group, LLC		02919	NCQA HEDIS Compliance Audit / CMS Data Validation Audit	10/1/2021	9/30/2022	\$33,630.00
3	Advent Advisory Group, LLC		02919	NCQA HEDIS Compliance Audit / CMS Data Validation Audit	10/1/2022	9/30/2023	\$33,630.00

Note: the term dates have changed but the payment limit has stayed the same

- Finding the amount paid to the vendor monthly
 - The amount paid to the vendor will be checked monthly through the County Auditor Website

- Insert the vendor # in the search bar and change the “From, Thru Dates” to correspond to the dates you want to fill out in the tracking sheet.
For example: to fill out “May 2022”, use “From Date: 05/01/2022” and “Thru Date: 05/31/2022” and select “Search”
- If a payment was made, it will populate on the list. That is the number that you will insert in the master tracking matrix for that month

Vendor #	Vendor Name	Warrant #	Date	Description	Amount	PO #	P	C	Dept	Org	Acct	Fund	Task	Option	Activity
02919	ADVENT ADVISORY GROUP LLC	274800	5/12/2022	INV 9072	\$8,455.00	F2785412			0860	6106	2866	146000			
TOTAL					\$8,455.00										

The Accounts Payable **Vendor History** can be queried online.
Please enter one or more fields to search on:

Vendor #:* Name:* Search
 P.O. #:* Description: include "F" pays
 Warrant #:* Account #: view in EXCEL
 From Date: Thru Date: 150 records maximum
 Dept #:* Org #:*
 Fund #: Activity:
 Task: Option:

Example: the amount of \$8,455.00 was paid during the month of May and we will record that in the sheet

- If no payment was made during the month that we selected, the following message will appear:

Vendor #	Vendor Name	Warrant #	Date	Description	Amount	PO #	P	C	Dept	Org	Acct	Fund	Task	Option	Activity
----------	-------------	-----------	------	-------------	--------	------	---	---	------	-----	------	------	------	--------	----------

No records found.

The Accounts Payable **Vendor History** can be queried online.
Please enter one or more fields to search on:

Vendor #:* Name:* Search
 P.O. #:* Description: include "F" pays
 Warrant #:* Account #: view in EXCEL
 From Date: Thru Date: 150 records maximum
 Dept #:* Org #:*
 Fund #: Activity:
 Task: Option:

- If nothing was paid during a given month, insert \$0.00 to signify that the month was checked, but there was nothing to report.
- Should a payment limit (identified on the individual or master list) be trending towards being exceeded within 60 days, PR submits a contract addendum to increase the payment limit.
- The tracking matrix has been formatted so that if the total amount of money that has been paid exceeds the payment limit, the total will turn red. If this happens, notify Supervisor or Director.

Administrative Subcontractor Name	Type of Service	Performance Monitoring	Fiscal Oversight
Advent Advisory Group, LLC	NCQA HEDIS compliance audit / CMS data validation audit	HEDIS submission and scores	Provider Relations daily monitor the annual contract dollars
Apollo Managed Care, Inc.	Web Portal Application for Medical review criteria & guidelines for Health Care Management	UR Nurses can access and guideline are correct and limit denials	Provider Relations daily monitor the annual contract dollars
Availity, LLC	Healthcare Provider Database	Monthly meetings & reports and claims submitted to Epic for adjudications	Provider Relations daily monitor the annual contract dollars
Change Healthcare Solutions, LLC dba: Change Healthcare	Professional management consulting services	Bi-monthly meeting and reports on AGD and Case Management redesign	Provider Relations daily monitor the annual contract dollars
Copeland, Linda, MD	Pediatric Consultant	Verify the number of cases reviewed for CDE services for Autism Program Meet Quarterly	Review monthly timesheet
Cotiviti Inc.	HEDIS Quality Improvement services (Quality Dept)	HEDIS submission and scores	Provider Relations daily monitor the annual contract dollars
Council for Affordable Quality Healthcare, Inc. (CAQH)	Healthcare Provider Database	Provider are credentialed within 90 days	Review invoices
Credentials Services, Inc. dba: VerifPoint	Credentialing verification services	Regulatory requirement - no findings	Provider Relations daily monitor the annual contract dollars
DataStat, Inc.	CAHPS Medi-Cal Survey	Regulatory requirement - no findings	Number of surveys completed
Gee, David S., MD	Consultant (CCHP Medical Team)	Number of UR Reviews - Weekly meetings	Review monthly timesheets
Health Management Systems, Inc.	Professional Auditing Services		
HealthRisk Resource Group, Inc. dba: HRGi	Claims processing & negotiation services	Ten percent or greater savings	Number of dollars saved for OON providers
HealthX, Inc.	Online search engine and provider directories	Regulatory requirement - no findings	Provider Relations monitor the annual contract

Administrative Subcontractor Name	Type of Service	Performance Monitoring	Fiscal Oversight
Huckert, Greg M. dba: Huckert Consulting	Consultation for orthotics & prosthetics review	Tracking number of consults	Review of invoices submitted
KP, LLC	Provides CCHP provider directories	Regulatory requirement - no findings	Review of invoices submitted
Lo, Irene	Consultant (CCHP Medical Team)	Number of UR Reviews - Quarterly meeting	Review monthly timesheet
Low, Dale B.	Consulting & Technical Assistance Services	Outcome of Projects and review workflow efficiencies	Time Sheet review
Momentum Acquisitions Co (Managed Markets Insights & Technology, LLC)	Access to drug formulary application	Formulary updated	Provider Relations daily monitor the annual contract dollars
Oliver Wyman Actuarial Consulting, Inc.	Actuarial Consulting Services	Premium rates developed annually	Review of invoices submitted
Pacific Disability Resources, LLC	Social Security Disability Advocacy Services	Enrolling Dialysis members into Medicare	CCHP is secondary payor
PerformRx	Pharmacy Benefit Manager and Admin services	Weekly meetings	Monthly invoice review which is compared to internal TAP report data on pharmacy department medication volume and spending
QMetrics, Inc.	Timely Access Reports	Regulatory requirement - no findings	
S/T Health Group Consulting, Inc.	340B Program Pharmacy Audit Services	Working with the Pharmacy companies that participate	Savings generated
CBIZ Optumas, LLC (previously Schramm Health Partners, LLC)	Actuarial Consulting Services	Inactive Contract	Inactive Contract
Toney Healthcare Consulting, LLC	NCQA Accreditation Consultant	Passing NCQA at 80th percentile	Review of invoices - PR tracking
Varis LLC	Medical Claims Overpayment Identification	Reviewing Claims Reports	Provider Relations daily monitor the annual contract dollars

CONTRA COSTA REGIONAL MEDICAL CENTER AND HEALTH CENTERS

Performance Monitoring

- Contract creation or renewal: Either the clinical department, Administration, Materials Management, or other trained authorized contract staff work with vendor to come to agreement on payment terms and service plan.
- Applicable contracts monitor works with approvers and the contract specialist to finalize contract on a timely basis with C & G.
- Once contract is fully executed, individual departments monitor whether contracted service is being performed according to patient care and/or industry standards and address any issues with the vendor directly. Quality reports are provided by vendor where appropriate.
- Where the contract monitor is not the clinical department, the department reaches out to monitor to address the issue with the vendor on their behalf to resolve the issue.
- Four to five months prior to contract expiration, contract monitor reaches out to supervising manager and vendor to start renewal process.
- Should contract no longer be needed, contract is either terminated or allowed to expire upon approval of supervising manager and Administration

Fiscal Monitoring

- Provider contracts
 - Monitored by CCRMC Finance group
 - Payment log is created and maintained for every provider
 - Finance notifies the contract monitor when it becomes apparent that payments may exceed limit (at ~60% of contract usage)
 - Contract monitor reviews information provided by Finance, discusses finding with CMO and starts amendment if warranted
 - If several years still left in contract, all subsequent years are amended as well, if appropriate
- Other contracts
 - Monitored by individual department or individual responsible for invoice payments.
 - Responsible person or department creates similar payments log and advises those affected if/when amendment is needed
 - Supervising manager reviews information on potential amendment and monitor starts amendment, if warranted
 - If several years still left in contract, all subsequent years are amended as well, if appropriate

DETENTION HEALTH SERVICES

Detention Health Services maintains contracts with the following Vendors:

DaVita Total Renal Care	National Eyecare	BAART Rehabilitation Services
Trident Care	Apria	PRIDE Enterprises

Performance Monitoring

Three (3) Senior Clerks in Detention Health Services conduct weekly contract and purchase order monitoring, along with reconciliation of invoices. Senior Clerks also have access to DETINVOICE@cchealth.org

This key performance indicator review also includes the following:

1. Once inmate/patient reports any service discrepancy, a review of Nurse notes in cclink occurs. Ensure no violation in key performance indicators has occurred. Address any performance issue (see #4 below).
2. With the assistance of the attending Detention Health Services Nurse, a thorough review of inmate/patient chart occurs, for ANY negative feedback on service rendered.
3. Notification sent to HSA and Chief of Detention Nursing, of service/performance discrepancies outside key performance indicators.
4. Resolving performance issues:
 - a. HSA and Chief of Nursing Health Services schedules conversation with Vendor.
 - b. Determination is made as to an isolated incident or contract amendment.
 - c. If isolated, why? Move to Fiscal Monitoring process

Fiscal Monitoring

HSA meets with HSD Finance/Procurement staff every Tuesday @10 am via Teams. Discussion on weekly receipt of current invoices and D-15's, submitted by vendor to DETINVOICE@cchealth.org, as agreed upon in service contract. Invoices are received as services are provided, held for payment monthly, after invoices are reconciled.

1. Must ensure invoicing reflects contracted services ONLY. Ensure that services are being provided according to the terms of the contract.
2. Contact vendor on ANY services rendered outside the contractual service agreement.

Verify these services were approved by a Provider? If so, pay invoice. If not....,

3. Further discussion is required between Vendor, HSA and Chief of Detention Nursing
Determine if key performance indicator were upheld.

HSA communicates any discrepancies in services rendered to the Chief of Detention Nursing, amount invoiced, whether approved by a Detention Provider and if overall consideration should be given to the terms of the service agreement.

Invoice is reconciled by Senior Clerks, authorized for payment. Invoice/D-15 then reviewed/approved by HSA, communicated to Procurement staff, for payment to Vendor by Finance.

HSA meets with HSD Finance Staff on the 4th Wednesday of each month @11 am via Teams.

- Review overall Detention Health Services Budget, any line item +/- projections is flagged.
- Specifically review EVERY contract, to ensure authorized contract limits have not been exceeded.
- If projecting to exceed, HSA will converse with Chief of Detention Health Services and Deputy Director, decide on a contract Amendment amount. Processed through Contracts and Grants

EMERGENCY MEDICAL SERVICES (EMS)

Please note: During the last 2 years most EMS service contracts (performance monitoring) at their renewal date have gone through a renovation process that includes language cleanup to relieve superfluous language, outdated or outmoded deliverables, and ambiguity. Additionally, each of these contracts has been amended to include a “reporting matrix” that clearly references contract deliverables, timeframe and frequency of deliverables, and contract section reference of deliverable. The overall intent of these changes is to create a standardized performance management system that can be overseen by administrative staff or program staff with director support and is streamlined for contractors to efficiently achieve compliance with deliverables. EMS contracts that are subject to “performance monitoring” have static contractor payments or no payment due which precludes going over budget.

Performance Monitoring

- Tracked digitally on an individual basis
 - Monthly compliance spreadsheet (digital)
 - Annual summary (digital)
 - Contract deliverable audit if indicated by contract
 - Formal correspondence tracking (notice of default, notice to cure, etc)

Fiscal Monitoring

- Fiscal contracts are tracked on an individual basis on an excel spreadsheet
 - Contract number
 - Contract limit
 - Contract coverage period
- Invoice(s) received and entered with
 - Invoice number
 - Invoice date
 - Invoice amount
- Tracking fiscal contracts in excel ensures that
 - Available funds are current
 - Period of coverage is within contract agreement
 - Renewal process begins in a timely manner to prevent delays

ENVIRONMENTAL HEALTH SERVICES

NOTE: Both performance and fiscal monitoring is responsibility of the same person (Project Management Office, Supervisor, Assistant Director, or Director) who is overseeing the contract/project.

For grants/contracts where money is incoming to EH:

Performance Contract Management

- Tracked staff productivity digitally in EnvisionConnect database
 - Program specific inspection productivity reports
 - Program Specific Staff Time Tracking
 - Contract deliverable reporting due to other parties at least every 6 months
 - For Waste Tire Enforcement Grant, auditing done at CalRecycle's discretion as specified in the grant agreement

Fiscal Contract Management

- Spending is tracked regularly (typically monthly) using reports in EnvisionConnect database and Excel to analyze the data as needed
- Invoices sent to grantor/contractor for reimbursement at least every 6 months using the method agreed upon in said contract
 - Tracking of these documents is done in multiple ways depending upon the particular grant/contract:
 - In OnBase document archiving software
 - In a database maintained by the grantor/contractor
 - Paper files maintained at Environmental Health offices
 - Environmental Health/HSD network digital storage

For grants/contracts where EH is paying a contractor:

Performance Contract Management

- When the Project Management Office (PMO) is involved, PMO takes the lead on tracking project progress, milestone/deliverable achievement, etc
- When the PMO is not involved, EH tracks each contract digitally in-house on an individual basis.
 - Monthly compliance spreadsheet
 - Annual summary
 - Contract deliverable audit (when necessary)

Fiscal Contract Management

- When the Project Management Office (PMO) is involved, PMO tracks fiscal compliance and weigh in when asked or necessary
- When the PMO is not involved, EH tracks each contract digitally in-house on an individual basis
 - Contract number
 - Contract limit
 - Contract coverage period
- Invoice(s) received and entered with
 - Invoice number
 - Invoice date
 - Invoice amount

HEALTH, HOUSING AND HOMELESS SERVICES

Overview of Contracting Process:

- Grants are received from multiple federal, state and local funders including collaborative applications with other County departments (Grant fundraising primarily done by H3 Director and Continuum of Care (CoC) Director)
- Upon award, H3 appropriately RFI/RFPs out dollars to the community to provide stated services (Overseen by H3 CoC Director and Director of Administration)
- Awards assigned and contracts/terms negotiated (by H3 CoC Director and Director of Administration)

Monitoring of Contracts:

HUD/CoC Funding:

- CoC HUD funding is handled by a neutral 3rd party, Homebase, and strictly adheres to HUDs monitoring guidelines. Monitoring occurs annually and the Federal HUD office can monitor and audit any contract they wish. This happens at HUD's discretion. Contract performance (both service delivery and fiscal) are factored into the HUD funding cycle and points are awarded competitively.

Non-HUD funding (Other federal, state and local) Current State:

- Providers are required to submit demands with back up on either monthly or quarterly basis to the Director of Administration
- All client data/outcomes are submitted into the HMIS system on a required timeline. (overseen by Research and Evaluation Manager, program staff and administrative staff) Data required with demands.

Non-HUD funding (Other federal, state and local) Future State:

- In FY 21/22, H3 underwent a rigorous development of Program Models that are intended to adequately serve our Homeless Response System. This was an intensive community process that resulted in seven models approved by the Council on Homelessness. These models provide contractors consistent outcome expectations and provide H3 with guidelines for future contracting that will be based on fidelity to the models and performance.
- In FY22/23, H3 is supporting each of our funded community providers with updating Work Plans to meet the new Outcome Measures and Monitoring Requirements. This includes a Needs Assessment that each provider will complete based on the new models to help identify their areas of needed support.
- H3 is currently developing a new system to bid out all available funding, targeted for Q3 22/23.
- Awards assigned, terms/contracts negotiated by April 2023. (CoC Director/Director of Administration)
- All new contracts will include community approved Outcome Measures. (CoC Director)
- Monthly invoices with backup documentation are required (CoC Admin/Director of Administration)
- Quarterly narrative performance reports are required (CoC Administrator)
- Annual reports are required. (CoC Administrator and Director of Administration)

PERSONNEL AND PAYROLL

References/Guiding Policies:

- Administrative Bulletin 605.4, *Contracting for Special Services*
- HSD Policy 105A, *Contract and Grant Document Processing*

Roles - Contract Performance and Fiscal Monitoring for Personnel Unit

Who	Role	Performance Monitoring	Fiscal Monitoring
HS Personnel Administration 1) Pers Manager 2) HS A – C Level Administrators (2)	Responsible for performance coordination and fiscal monitoring of contract funds. Works with vendor, Finance, and C&G staff to ensure expenditures do not exceed payment limit for the specific contract term.	Personnel Administration team works with contractor to ensure activities outlined in service plan are adhered to. This process includes follow up calls and emails throughout the contract term.	<ul style="list-style-type: none"> • Works with vendor/contractor to make sure they are invoicing for payment no later than 30 days from the end of the month which services were rendered. • Reviews monthly invoicing to ensure expenditures are within contract limit.

Personnel Contracts:

Contract Name	Contract Number	Contract Term	Payment Limit
Biometrics4All	23717-1	6/1/22-5/31/23	\$30,000
Makia HR Services	23683-2	7/1/22-6/30/23	\$113,842.00
Shaw HR Consulting	23699-1	1/1/22-12/31/22	\$75,000.00
SPIN Recruitment Advertising	23467-12	4/1/22-3/31/23	\$125,000.00 – in process of amending payment limit to \$250,000.00

PUBLIC HEALTH

Federal Expenditure Validation Process

1. Confirm Federal Grant agreement is executed.
2. Confirm approved Grant Budget amounts.
3. Public Health allowable federal grant expenditures to be invoiced are salary, benefits and certain operating costs.
4. Salary and benefit amounts are pulled from the payroll cost report and reconciled to the Financial Auditor's Site.
5. Some federal grants require time studies from personnel working in the program. The time studies are collected and recorded on the time study worksheet to calculate allowable salary and benefits to be invoiced to the grant. The time study is signed by the employee and Program Supervisor/Manager.
6. Operating costs are pulled from the Auditor's site. Allowable operating costs are invoiced.
7. Accountant prepares the invoice and determines the total amount is within the grant budget.
8. The invoice is given to the Public Health Finance Manager for review and approval.
9. After Public Health Finance Manager approval it is forwarded on to the Program Manager for review and approval.
10. Once all parties have reviewed and approved the invoice is submitted to the funding source agency.
11. The invoice is recorded on an Invoicing Status worksheet and updated when payment is received.
12. The Invoicing Status worksheet is reviewed by the Public Health Finance Manager to determine status of invoices and payments. Invoices more than 60 days outstanding are followed up on.
13. When payments are received, a deposit permit is recorded, the check is sent to the Auditor's office for deposit and a copy of the check/wire transfer and support is placed in a Deposit Permit Binder. The Deposit Permit Binder is reviewed by the Public Health Finance Manager. Also, a Deposit Permit transaction confirmation is sent to the Manager by email by the Treasury Deposit System.
14. In preparing for the Single Audit information, the accountants report the Grant Award based on the Grant Agreement and or Grant Award Letter. The Program Expenditures is reported based on the Financial Auditor's Site. The Federal Expenditures is reported based on the total fiscal year invoices. The Sub-Recipient (Contractors) amount is based on the Contract Demands reported on the Financial Auditor's Site.
15. The Program Inventory Listing and Single Audit Questionnaire for each Federal Grant is reviewed by the Public Health Finance Manager before submitting to the Controller. After review and approval from the Controller, they are submitted to Auditor Controller's Office – Internal Audit Division.

Sub-Recipient Fiscal Monitoring Procedures

The Contra Costa County Health Services Department (CCC HSD) contracts with various organizations to carry out programs mandated by the Federal and State governments or sponsored by the Board of Supervisors. Under the Single Audit Act Amendments of 1996 and Board policy, CCC HSD has the responsibility, on an ongoing basis throughout the life of the award, to monitor the activities of sub recipients in accordance with the governing agreement, to assure that awarded funds are used for authorized purposes in compliance with the provisions of the agreement and regulations governing their administrative, financial and programmatic operations, and to ensure that performance goals are achieved on schedule and within budget.

1. Review of Sub-Recipient Demands

- a. Program Manager (PM) receives the contract demand.
- b. PM should review the support/backup documentation for allowability and compliance and signs off on the demand.
 - i. Support/backup documentation should include payroll reports, invoices, original receipts of travel (stating purpose of travel), meals, misc. supplies, calculation of indirect costs.
 - ii. Please note the grant reimbursement policy for travel may be different from the County or the contractor policy. We will only get reimbursed under the grant policy and the difference is County cost, refer to the grant's fiscal manual.
 - iii. Make sure time study or timesheets are accurate, signed and dated by the employee and supervisor.
 - iv. If there are any unusual or unallowable expense items, the PM will contact the sub-recipient and discuss. The sub-recipient will provide additional support or will amend the demand.
- c. PM forwards the demand to Finance.
- d. Finance double checks appropriate backup/support are attached to the demand, calculations are correct, codes the demand and sign off on the demand.
 - i. Finance will track the balance of the contract and will contact the PM if it is close to reaching the maximum amount.
 - ii. Finance will compare YTD expenditures to budget and will discuss with the PM any issues meeting the budget.
 - iii. Finance will forward the demand to the Auditor Controller's Office for payment processing.
 - iv. On the first demand of the fiscal year, Finance will provide the necessary contract information as required by the Auditor Controller's Office.

2. Year End Financial Review

- a. PM or Finance will obtain the Single Audit Report or Audited Financial Statement and have them fill out a Sub-Recipient Fiscal Monitoring Survey.
- b. Finance will review the Single Audit Report or Financial Statement.
 - i. Sub-Recipient award amounts should be reported in their Schedule of Expenditure of Federal Awards (SEFA) for sub-recipients receiving federal funds of over \$500K.
 - ii. Check if there are any significant findings that would affect the reporting expenses being reimbursed to the sub-recipient.

- iii. If there is a finding, the contractor will need to submit a corrective action to address the findings.
 - c. Finance will review the Sub Recipient Fiscal Monitoring Survey.
 - i. Check questions that have not been answered or answers that need to be clarified.
 - d. PM and Finance will conduct a Risk Assessment of Sub-Recipients - An annual risk assessment of sub-recipients is conducted to determine the level of scrutiny needed in the review of sub-recipient expenditures, based on the following criteria:
 - i. Size of the sub-contract or sub-award
 - ii. Percentage of funds Passed-through
 - iii. Award complexity, terms and conditions of prime award
 - iv. Prior experience with the sub-recipient
 - v. The A-133 audit results
 - vi. Evidence of effective financial controls within the sub-recipient's systems and administrative operations through review of the organization's audit reports, management letter or other acceptable documentation
 - vii. Organization and individual conflict of interest
 - viii. Determine appropriate course of action which may include the following:
 - Audits of invoices and back-up documentation
 - Review compliance with financial terms and conditions
 - Review all cost-sharing commitments and back-up documentation
 - Conduct site visits
 - Provide training and technical assistance to the sub recipients
3. Closeout of Sub Recipient Awards
- a. Subaward closeout actions should be performed following conclusion of the subaward period of performance.
 - b. Sub-recipient award closeout requirements must include:
 - i. Receipt of final invoice
 - ii. Collection of all required deliverables (e.g., progress reports) to be provided by the sub recipient
 - iii. Completion of any necessary final review of costs by the sub recipient and final closeout of all commitments

CONTRA COSTA COUNTY
Office of the County Administrator

ADMINISTRATIVE BULLETIN

Number: 605.4
Date: 7/1/19
Section: Purchasing

SUBJECT: Contracting for Special Services

State law provides that a board of supervisors may contract for special services on behalf of the county, any county officer or department, or any district or court in the county.

- I. **APPLICABILITY.** This bulletin applies to all contracts in which the County is engaging an independent contractor to provide special services to or on behalf of the County. The Contra Costa County Board of Supervisors has authorized the Purchasing Agent to enter into service contracts costing not more than \$200,000, upon the prior written approval of the County Administrator. Service contracts exceeding \$200,000 require the approval of the County Administrator and the Board of Supervisors. Further, all service contracts must be approved as to form by County Counsel.
- II. **DEFINITIONS.** Special services may be services, advice, education or training and may be in financial, economic, accounting, engineering, legal, medical, therapeutic, administrative, architectural, airport or building security matters, laundry services or linen services. They may include maintenance or custodial matters under certain circumstances. For purposes of this policy, whether or not services contracted for constitute "special services" shall require consideration of factors such as the nature of the services, qualifications of the person furnishing them, and their availability from public sources. For example, services may be special because of the outstanding skill or expertise of the person furnishing them.
- III. **DETERMINATIONS.** Prior to engaging a contractor for special services, both of the following findings shall be made by the purchasing agent for service contracts of \$200,000 or less, and by the Board of Supervisors for service contracts exceeding \$200,000:
1. The required services constitute "special services" as defined above; and
 2. Classified county staff is not available to perform the special services.

In the case of facilities maintenance or custodial matters, it must be found that the site is remote from available county employee resources and that the county's economic interests are served by contracting for such services rather than by paying additional travel and subsistence expenses to existing county employees.

Attachment A

IV. EFFECTIVE DATE. Service contract documents must be submitted to the County Administrator's Office prior to the contract effective date. Payment pursuant to the agreement cannot be assumed until required approval(s) has been given.

V. NUMBER OF DOCUMENTS. Two (2) originals (contractor and department) bearing original signatures must be submitted to the County Administrator's Office for approval.

VI. PROCEDURES

A. Solicitation, selection and hiring of contractors for special services shall be in compliance with the County's Small Business Enterprise and Outreach programs.

B. Service contract documents should be submitted to the offices of the County Administrator and County Counsel with a memorandum listing the following information:

Department:

Service Contract Number:

Service Contractor:

Subject:

Reasons for the Contract:

Term:

Termination Provisions, if other than the County standard provisions:

Payment Limit:

Funding Source(s):

Indemnification Provisions, if other than the County standard provisions:

Include one of the following sentences, as appropriate:

1. Service contract has been approved as to form by County Counsel.
2. Specific Board of Supervisors exemption from County Counsel approval has been previously granted.

C. Any contract in excess of \$50,000 or any contract not on the County's standard contract form (available on the County Intranet site) requires approval as to legal form by the County Counsel's Office.

D. When insurance is required by the terms of the service contract, the necessary insurance certificates must be attached to the service contract.

E. Pursuant to Government Code §7550, any document or written report prepared by a non-employee for or under the direction of the County must contain the numbers and dollar amounts of all contracts and subcontracts related to

Attachment A

preparation of such document or report if the cost of the work performed exceeds \$5,000.

- F. Contracts for special services shall contain a provision for termination at the convenience of the County upon thirty-day advance written notice, or immediate termination by written mutual consent.

- VII. FINAL SIGNATURES AND EXECUTION. After review and approval by the Office of the County Administrator, service contracts will be returned to the Department for copying and forwarding (two originals and three copies) to the Purchasing Agent for final signature and disbursement.

Orig. Depts.: County Administrator, General Services
Reference: County Ordinance No. 2008-07 (Ordinance Code §1108-2.215)
California Government Code section 31000
Board of Supervisors Response to Grand Jury Report No. 0106,
dated August 14, 2001
Board Order C.119 dated June 18, 2019

/s/

David Twa,
County Administrator

CONTRA COSTA COUNTY
Office of the County Administrator

ADMINISTRATIVE BULLETIN

Number: 613.0
Effective Date: February 5, 2008
Section: Purchasing

SUBJECT: CONTRACTS WITH COMMUNITY-BASED ORGANIZATIONS (CBO's)

This bulletin sets forth policy and procedure on contracting with community-based organizations for health or human services, in order to ensure that recipients of county services receive the best services available in the market.

- I. **APPLICABILITY.** This bulletin pertains exclusively to contracts with CBOs for health and human services funded by new, dedicated funding streams that are available, eligible and appropriate for CBO contracts. This bulletin *does not* amend or replace Administrative Bulletins 605 or 609.
- II. **POLICY.** The policy of the County is to solicit CBO services through a competitive bid process anytime a new, dedicated funding stream for health or social services is available, eligible, and appropriate for contracts for new services or expansion of existing services.
- III. **PROCEDURES.**
 - A. **Requests for Interest.** Prior to proceeding to a formal or informal competitive bid process for contracts above \$50,000, a department must issue a Request for Interest to determine if there is interest from multiple CBOs, whether or not they are currently County contractors. If interest is limited to only one CBO, the competitive bidding process may be waived pursuant to Section IV.
 - B. **Competitive Bidding and Awards.**
 - *Bidding* - Competitive bidding is required for contracts in excess of \$50,000.
 - *Award Criteria* - All contract awards should consider the most responsive and responsible proposal in addition to cost.
 - *Additional Criteria Award* - For contracts exceeding \$250,000, award criteria should include the fiscal, managerial and professional capabilities and capacities of the CBO. New or renewal contracts will not be approved unless and until any and all audit exceptions and deficiencies have been remedied.
 - *Contract Term* - A contract with a one-year term may not be renewed more than two times, for a total of three years, without a competitive bidding process. Contracts with a term exceeding one year may not

exceed three years in length and may not be renewed or extended without a competitive bidding process.

C. Outreach. Contracts with CBO's are exempt from the County Outreach program.

D. Performance Based Contracts.

Performance based contracting promotes the sharing of best practices and gives providers a basis for benchmarking.

1. All contracts shall identify specific performance outputs and/or outcomes. Contracting departments shall review contracts at least once per contract term to ensure compliance with output/outcome requirements. The review should identify reason(s) for any non-compliance, including whether or not the outputs/outcomes are achievable.
2. Failure to achieve contracted performance output or outcome requirements may be grounds for contract termination. Such contracts may not be automatically renewed.
3. Any contract renewals or extensions must include a supportable statement that any problems or deficiencies identified in the contractor's most recent performance review have been remedied to the department's satisfaction

IV. Waivers. Prior to entering into any contractual agreement under this bulletin, a department may apply to the County Administrator for waiver of the competitive bidding process. Waiver requests must clearly explain the extenuating circumstances that justify the waiver. The County Administrator or authorized designee will evaluate waiver requests, including the applicability of State and Federal statutes. The Administrator will either deny the request or, if appropriate, recommend approval by the Board of Supervisors.

References: California Government Code section 26227
Board Order dated August 17, 1982 from the Internal Operations Committee
Board Orders dated February 23 and March 13, 2007 - County Policy on Contracting with CBO's
Administrative Bulletins 605 and 609 and Contracts and Grants Manual

Orig. Dept: County Administrator

Contact(s): Dorothy Sansoe 335-1009

/s/ _____
JOHN CULLEN,
County Administrator

Contra Costa Health Services

Administration	Contract and Grant Document Processing	Policy #	105-A
		Original Date:	02/1992
		Revised:	07/2022
		Supersedes:	122D

PURPOSE To provide guidance to Department staff responsible for procuring contracted services and grant funding.

POLICY The Contracts and Grants Unit was established to provide technical support to Department staff in the procurement of grants and purchased (personal/professional) services through the County's contract process.

All purchase of service contracts, agreements, grant applications, grant agreements and award documents shall be processed through the Contracts and Grants Unit in accordance with this Department policy.

REFERENCES Applicable Board Orders and Resolutions; Administrative Bulletins; County Counsel, County Administrator, and Health Services policies; and State and Federal regulations.

AUTHORITY Board of Supervisors. All purchase of service contracts, agreements, grant applications, grant agreements, award documents and other such documents must be approved and executed for the County by the Board of Supervisors, either directly or indirectly, as specifically designated by the Board. All contracts with a payment limit over \$200,000 must be presented to the Board of Supervisors for approval.

County Administrator. All contract documents are submitted to the County Administrator for approval and presentation to the Board of Supervisors or its designee. At the discretion of the County Administrator, contracts with a payment limit of \$200,000 and under may be approved for execution by the County's Purchasing Services Manager as designee of the Board of Supervisors (unless includes special indemnification or liability provisions as directed by County Counsel).

The County Administrator's Risk Management Division is responsible for determining the insurance coverage requirements imposed upon contractors. Requests for any modification or reduction in the required

coverage levels are subject to the Risk Management's review and approval.

County Counsel. All contract documents must be approved as to legal form by County Counsel unless exception from such review pursuant to the Board of Supervisors Order dated September 12, 2006.

Retroactive Contracts, i.e., authorization of expenditures for service after the fact, represents a "gift of public funds" according to the State Constitution, Article XI, Section 10 and Government Code Section 24054, and any such service, if rendered without a fully approved and executed contract with the County, can become the personal financial responsibility and liability of the County employee who authorized the service. It is the policy of the County Administrator and the Health Services Department to comply with this regulation. Every responsible effort must be made to avoid and prevent any retroactive contract situation.

Exceptions to this policy are possible, (**but discouraged**) under very special emergency circumstances with a justification memo and are subject to the prior approval of the Health Services Director and the County Administrator. Questions regarding retroactivity may be addressed to the Health Services Director of Contracting.

Health Services Director of Contracting. The Director of Contracting provides consultation and technical support to Department staff who are responsible for procuring services and grant funding through the County's contract process. The Contracts and Grants Unit will assist with the contract process and has major responsibility for developing the documents; obtaining the necessary approvals; coordinating the insurance clearances; reporting requirements/maintaining records for SBE/Outreach Programs; and facilitating the execution of contracts.

Personnel. The designated Personnel Administrator will do an initial assessment to determine if an employee labor organization must be notified in accordance with the Myers-Milias Brown Act of California before the contract can proceed to the next approver in the process. Personnel will also ensure that the contractors who provide services at CCHS sites will undergo the appropriate Livescan/fingerprinting process. The designated Personnel Administrator may be in contact with the contract/grant initiator or monitor to solicit additional information about the contract. The contract process may be delayed if the Department is required to meet and confer with an employee labor organization. In the event there is no potential conflict identified, the designated Personnel Administrator will move the On-line Request Form to the next approver.

Division Staff. Working through their respective administrators and program staff, Division Directors are responsible for:

1. Conducting the selection process in accordance with the County's SBE and Outreach Program, grant requirements for subcontracting and any other requirements, including obtaining bids, issuing requests for proposals or requests for qualifications/ information;
2. Ensuring that the contracted service being requested is legal;
3. Ensuring that funding is available;
4. Negotiating with prospective contractors;
5. Informing prospective contractors of the County's insurance coverage requirements;
6. Drafting a service plan that describes who will do what, when, where, why, to what degree, how often and for how much;
7. Drafting a payment provisions that includes negotiated rates (if fee based) or a budget (if cost based);
8. Background for the Board Order (if applicable) including how the contracted services with effect the community, children's impact statement and information/history about the program/project;
9. Developing measurable outcome-oriented objectives for each contract;
10. Implementing a methodology for monitoring and evaluating the contractor's performance during the term of the contract;
11. Authorizing and monitoring the payments due to the contractor under the terms of the contract;
12. Obtaining required supplemental forms;
13. Monitoring funds due the County through the grant awards.

Program staff, cost center managers, and/or staff persons who initiate contracts or grants are responsible for completion of an Online Request Form, and any necessary accompanying documentation including SBE and Outreach forms, draft service plan, draft payment provision, supplemental forms (M-20 Questionnaires for Determining Independent Contractor Payment Method, Registration and Certification Form and W-9), 16 Points Narrative statements, program justification, and other information required for briefing the Health Services Director, the County Administrator, and/or the Board of Supervisors.

By submitting an Online Request Form for approval, the Division Administrator signifies that there is funding in the Division's budget for the services being requested. Division Directors are responsible for providing final approval for document processing by approving the

Online Request Form. (Division Directors may authorize staff to initiate the request forms but must notify the Director of Contracting in writing of such delegation)

Accounting Staff. Division and Department accounting staff and the Auditor-Controller are responsible for the financial aspects of all contracts and grants.

PROCEDURES

A. Planning and Development of Contracted Services

1. Divisions will determine the need for and appropriateness of contracted services and the availability of funding;
2. Division staff determines the method of provider selection; implement the selection process; select a provider(s); and negotiate contract terms.

B. Initiating an Online Request Form

1. Program staff will complete an Online Request Form as follows:
 - a. For processing purchase of service contracts including and amendments, extensions, and renewals of contracts, an Online Request Form must be submitted via iSite, and all supplemental materials must be attached including, but not limited to, draft service plan and payment provision and supplemental forms.
 - b. For project grant funding applications and State contract processing, an Online Request Form must be completed and submitted via iSite. A 16 Points Narrative statement, Grantor transmittal letter and documents requiring Board of Supervisors approval must be attached.
2. The Division Administrator or Contract Manager will submit the Online Request Form to certify that:
 - a. Funding in the Division's budget and appropriate cost center have been confirmed or any necessary appropriation adjustments have been initiated (additional verification by the Department's designated Budget Monitor may be required);

Attachment C

- b. Personnel has been notified if personnel actions are involved in the contract;
 - c. The Information System Director has approved any contract request that includes computer software, hardware, accessories or information technology consulting services; and
 - d. All preliminary program approvals for the contract or grant activity has been obtained, and the activity is approved for implementation.
3. The contract requestor shall submit the Online Request Form for approval of the prospective contractor or project, service to be provided, and money to be paid or received.
 4. An Online Request Form, with any supplemental material (draft service plan, draft payment provision and supplemental forms), shall be routed to the Division Director and Department CFO (or designee) for approval.
 5. Following CFO/CEO approval, the Online Request Form and all supplemental material shall be forwarded to Personnel and then Contracts and Grants.

C. Processing the Documents

An Online Request Form should generally be received by the Contracts and Grants Unit at least eight weeks prior to the proposed effective date of the contract to allow for processing through the County Counsel, Risk Management, and County Administrator's Office; for any necessary signatures and notary of the Contractor; and for meeting Board Agenda deadlines. Routine Short Form Service Contracts, amendments, extensions, and renewals which use language already approved by County Counsel could take less time; Standard Contracts or those with complex or innovative service plans will probably require a longer lead time.

When the Online Request Form is received by the Contracts and Grants Unit, the Director of Contracting, reviews the Online Request Form for appropriate documentation.

Attachment C

The assigned Contracts and Grants staff will do the following:

1. Review the Online Request Form and appropriate documentation to determine appropriate contract provisions;
 2. Draft a Board Order, or CAO memo, and request approval from the Health Services Director for submission to the County Administrator's Office, and from the County Administrator for submission to the Board of Supervisors or their designee;
 3. Consult with Risk Management for appropriate insurance language, if necessary;
 4. Determine payment provisions in consultation with Auditor-Controller's Office, if necessary;
 5. Prepare contract document for Department review/ approval;
 6. Submit the documents to County Counsel for review as to legal form, if appropriate; and
 7. Arrange to obtain contractor's signature and notary on the contract.
- * Contracts will not be completed without the following supplemental Forms: W-9, M-20 (if applicable), Registration and Certification Form and Insurance Certificates.

D. Executing the Contract

The contract is fully executed when both parties, i.e., the Contractor and the County, sign the contract.

Short Form Purchase of Service Contracts (\$50,000 and under) are generally approved by the County's Purchasing Services Manager and are not fully executed until he/she signs the document.

The County Administrator places contract documents, which the Board of Supervisors must approve, on the Board agenda. The Contracts and Grants Unit's deadline for submitting agenda

items to the County Administrator is noon Thursday, twelve (12) days prior to the Board meeting at which action is desired.

E. Distribution

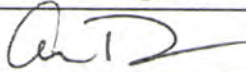
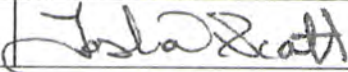
The Contracts and Grants Unit uploads executed documents to the C&G application on iSite.

F. Cancellation/Termination clauses in most contracts allow for immediate cancellation upon mutual agreement by both parties and provide for a certain required period of notice if either party wants to cancel a contract prior to its termination date. In order for the Department (County) to cancel a contract, the Board of Supervisors must authorize such cancellation prior to notifying the Contractor. Therefore, the Department (contract program managers) must allow time for Board action in addition to the notification period specified in the contract, e.g., it may take at least 30 days after Board of Supervisors approval and receipt of notice by contractor to complete a cancellation of a contract containing a 30-day cancellation clause.

FORMS

- W-9
- Registration and Certification Form
- M20 Questionnaire for Determining Independent Contractor Payment Method
- 16 Points Narrative

* The above forms can be located on iSite under Contracts and Grants.

Departmental Review	Signature	Date
Director of Health Services - Office of the Director		
Director of Contracting - Finance		7/25/22



Contracts & Grants Unit

Avoiding Retroactive Items/ C&G Processes



Role of Contracts & Grants Unit

The Contracts and Grants Unit is responsible for assisting managers and contract monitors in the development and processing of personal / professional service contracts through the County's contract process, and Federal, State, and private grant documents for the entire Health Services Department, including:

Office of Director/Finance <ul style="list-style-type: none"> •Health Services Personnel •Patient Accounting •Information Services 	Public Health <ul style="list-style-type: none"> •Communicable Diseases •AIDS •FMCH •PHCS •CWPP
Behavioral Health <ul style="list-style-type: none"> •Mental Health •AODS 	Health, Housing and Homeless Services (H3)
	Contra Costa Health Plan
Hospital and Clinics	Hazardous Materials
Environmental Health	Emergency Medical Services (EMS)

The Unit operates under the direction of the Office of Director/Finance.



■ Who we are

The C&G Unit Staff provides technical support to Divisions:

Director of Contracting

Tasha Scott

Health Services Administrator

Leslie Walker

Contract Specialists

Kathleen Cyr

Alaina Floyd

Edney Suisala

Fern Carroll

Noel Garcia

Clerical Staff

Marcy Wilhelm –Clerk Specialist

Mitch Parkinen –Senior Level

Amber Forsythe - Senior Level

Claudia Viscarra - Clerk Specialist

Cristeta Rovira-Hernandez - Senior Level

Laura Bright - Senior Level

Laura Bright - Senior Level



Contracts & Grants Site

The screenshot shows a Windows Internet Explorer browser window displaying the iSITE CCHS INTRANET. The address bar shows the URL <http://isite3/SitePages/HomePage.aspx>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The iSITE logo and 'CCHS INTRANET' are visible in the top left. A navigation bar contains links for Clinical Resources, Sites, Documents, Forms, Policies, Reports, People, News, Teams, and IT Service Desk. A 'Sites' dropdown menu is open, listing various departments: Behavioral Health, Communications, Contracts & Grants, Degnan Library, EMS, Environmental Health, HazMat, Health Plan, Hospital / Health Centers, Information Technology, Personnel, and Public Health. A callout box with the text 'Select Contracts & Grants site from list' has an arrow pointing to the 'Contracts & Grants' option. Other elements on the page include a search bar, a 'WELCOME, SOUHILA SARIRETE' message, 'My Profile', 'My Teams', 'My Mail', and 'My Contacts (1)' links. A 'News Around' section features an article titled 'Childhood Obesity Program is Model for Others' dated MAR 05, 2013. A 'CCHS: By The Numbers' section shows 'Food facility inspections (30 days)... 743'. A 'Recommended' sidebar lists various documents and reports.



“Site” Page

Contracts and Grants

ISITE HOME > SITES > CONTRACTS AND GRANTS > DIVISION HOME

- Division Home
- Documents
- Forms
- Policies
- Reports
- People
- News

C&G Automation System Training

New Training on C&G Automation System to be schedule every Tuesday from 2:00 to 3:00 pm at 50 Douglas Drive Martinez. Please contact Marcy Wilhelm for training. (957-5500).

May 13, 2013 | Comments (0)

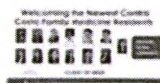
Division Contact Info

Site Manager/News Editor:
Tasha Scott

Tasha Z Scott,
Contracts Administrator
50 Douglas Dr
320A
Martinez, CA 94553

(925) 957-5500
(925) 957-5509 fax

Latest News



JUN 01, 2022

Welcoming the Newest Residents

Welcoming the Newest Contra Costa Family Medicine Residents Class 2025

▶ MORE NEWS

Recommended

- [CG Phone List](#)
- [2022 BOS Calendar](#)
- [Board Meeting Agendas & Videos](#)
- [BAA Standard](#)
- [BAA Review Process](#)
- [FAQs BAA Process](#)
- [Business Associate Relationship Decision Tree](#)
- [DHCS BAA 10-2021](#)
- [16 Points Narratives](#)
- [Doing Business with the County](#)
- [E-Outreach System \(bidsync\)](#)
- [IRS W-9](#)
- [Registration & Certification Form](#)
- [M-20 Questionnaire](#)
- [Contra Costa County Intranet](#)



BOS deadlines

BOARD OF SUPERVISORS - CALENDAR YEAR 2022

CCHS ADMIN <i>Friday</i>	CAO <i>Thursday noon</i>	AGENDA REVIEW <i>Wednesday</i>	AGENDA DATE <i>Tuesday</i>
6/17	6/23	6/29	7/5
6/24	6/29 (Wed)	7/6	7/12
7/1	7/7	7/13	7/19
7/8	7/14	7/20	7/26
7/15	7/21	7/27	8/2
7/22	7/28	8/3	8/9
7/29	8/4	8/10	8/16
8/5	8/11	8/17	8/23
8/12	8/18	8/24	8/30
8/19	8/25	8/31	9/6
8/26	8/31 (Wed)	9/7	9/13
9/2	9/8	9/14	9/20
9/9	9/15	9/21	9/27
9/16	9/22	9/28	10/4
9/23	9/29	10/5	10/11
9/30	10/6	10/12	10/18
10/7	10/13	10/19	10/25
10/14	10/20	10/26	11/1
10/21	10/27	11/2	11/8
10/28	11/3	11/9	11/15
11/4	11/10	11/16	11/22
11/10 (Thur)	11/16 (Wed)	11/22 (Tues)	11/29
11/18	11/23 (Wed)	11/30	12/6
11/23 (Wed)	12/1	12/7	12/13
12/2	12/8	12/14	12/20
12/9	12/15	12/21	12/27



C&G Application

The Contracts & Grants Management System (C&G) is an online application used to request & track the production & processing of legal documents related to contracts and grants for the Contra Costa Health Services Department (CCHS).

A screenshot of the iSITE web application interface. The browser title is "iSITE - Windows Internet Explorer" and the address bar shows "http://isite3/ SitePages/HomePage.aspx". The navigation menu includes "Clinical Resources", "Sites", "Documents", "Forms", "Policies", "Reports", "People", and "News". Below the menu are user-specific links: "My Profile", "My Favorites", "My Applications", "My Teams", "My Mail", and "My Contacts (1)". A dropdown menu is open under "My Applications", listing items such as "CAIR - Iz Registry", "Contracts & Grants", "Dictionary Search", "e-Training Center", "iHELP / Service Request / UAF", "IRIS", "Micromedex", "OPAL", "Phone Directory", "Service Desk", and "UpToDate". A callout box with a black border and white background contains the text "Select C&G from My Applications list" with an arrow pointing to the "Contracts & Grants" option in the dropdown menu. The main content area shows a "News Around CCHS" section with a headline "Childhood Obesity Program is Model for Others" and a "CCHS: By The Numbers" section with a headline "Food facility inspects (30 days)... 743".



Initiate, Track or Approve Contract or Grant request

Policy 105A

Home | Sites | Applications | iHELP | Logout

CONTRA COSTA HEALTH SERVICES **iSITE** C&G Contracts & Grants Contract & Grants | Help

Initiate Request | **Track Request** | Process Request | Process Contract | Contract INS

Contracts | Grants

Contract Request - Outgoing Funds [For Instructions see HSD Policy 105A](#)

Request Date: 10/7/2011
Division: Public Health - Sherry Martija

Reason for Request Monitoring Phone

Initial Contract
 Renewal Contract #
 Novation Contract #
 Terminate Contract #
 Amend Contract # Extend Time Add Funds Decrease Funds Other

Contract Notes:

Service Description:

Contractor Last Name, First Name if contractor is an individual
Doing Bus. As
Legal Address
City State CA Zip
Mailing
City State CA Zip

Contact Person
Phone #
Contact e-mail
Legal Status
HIPAA Business Associate Yes No



Outreach Program

Contractor Last Name, First Name if contractor is an individual

Doing Bus. As

Legal Address

City State CA Zip

Mailing City State CA Zip

Lookup...

Contact Person

Phone #

Legal Status FOR-PROFIT CORPORATION

Copy

HIPAA Business Associate Yes No

SBE/Outreach Program

Woman-owned Business Enterprise

Minority owned Business Enterprise

Disabled veterans Business Enterprise

Disadvantaged Business Enterprise

Small Business Enterprise

State Certified Business

Local Business Enterprise

Sole-source Provider

Other Business

Certification Expires

Solicited Contractors

For direct service providers:

Has Medicare/Medi-Cal Provider number b

Has Medi-Cal certification been received

Has provider's State license been reviewed

Term

Effective 5/1/2006

Term

With automatic contract extension for

1. Click to view window

2. Fill out information

Solicited Contractors - Microsoft Internet Explorer

Solicited Contractor Name

Add New Contractor

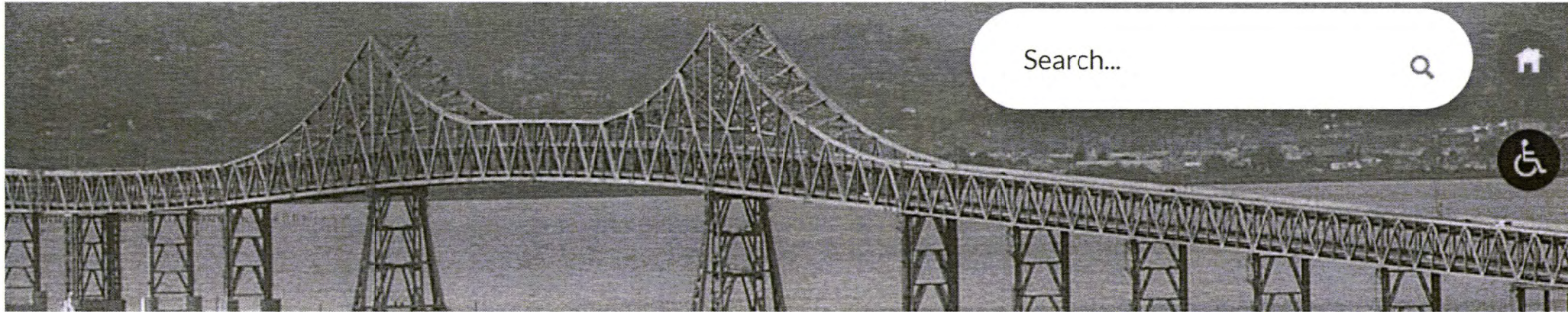
Contractor Name	Woman Owned	Minority Owned	Local Business	Disadvantaged	Disabled Veteran	Small Business	Other	Remove
<>								

Ok

The undersigned certifies that he/she consulted the Contra Costa County Small Business Enterprise (SBE) and Outreach Program Directory and, for businesses or trades not contained in the County Directory, other Directories (for example, California Unified Certification Program (CUCP), State of California Department of Transportation (CalTrans), and U. S. Small Business Administration-San Francisco District Office) prior to initiating solicitation efforts for each contract listed on this Solicitation Form.



Outreach Program



County Home › Departments & Offices › County Administration › Divisions › Equal Employment Opportunity Office › Equal Employment Opportunity Programs › Contracting Programs › Outreach Programs › E-Outreach Program

▼ A A ▲

E-Outreach Program

Vendors interested in bidding on a purchasing contract with Contra Costa County will be referred to BidSync.com, which does not establish a requirement for awarding contracts. The Outreach Program requires that the County perform solicitation to a minimum of three vendors. A minimum of 50% of the vendors solicited must be an SBE, MBE, WBE, DBE, DVBE or LBE.

Product and service solicitations that are not exempt or sole-sourced will be advertised through the County electronic bidding system. This will ensure that a broad range of potential vendors will be solicited. Vendors interested in bidding on a purchasing contract with Contra Costa County will be referred to [Bid Sync](#).



Non-Profits/Administrative Bulletin 613

Contractor	Last Name, First Name if contractor is an individual		Lookup...	Contact Person	
Doing Bus. As				Phone #	
Legal Address				Contact e-mail	
City	State	CA	Zip	Legal Status	
Mailing			Copy	HIPAA Business	
City	State	CA	Zip		
SBE/Outreach Program					
<input type="checkbox"/> Woman-owned Business Enterprise	<input type="checkbox"/> State Certified Business			Certific	
<input type="checkbox"/> Minority owned Business Enterprise	<input type="checkbox"/> Local Business Enterprise				
<input type="checkbox"/> Disabled veterans Business Enterprise	<input type="checkbox"/> Sole-source Provider				
<input type="checkbox"/> Disadvantaged Business Enterprise	<input type="checkbox"/> Other Business				
<input type="checkbox"/> Small Business Enterprise	<input type="checkbox"/> Exempt Business (Nonprofit, Contractor sub				
For direct service providers:					
Has Medicare/Medi-Cal Provider number been obtained	<input type="radio"/> Yes	<input type="radio"/> No	<input checked="" type="radio"/> Not Applicable		
Has Medi-Cal certification been received	<input type="radio"/> Yes	<input type="radio"/> No	<input checked="" type="radio"/> Not Applicable		
Has provider's State license been reviewed	<input type="radio"/> Yes	<input type="radio"/> No	<input checked="" type="radio"/> Not Applicable		

Select legal status from list

Compliance with AB 613



Admin Bulletin 613

A. Requests for Interest. Prior to proceeding to a formal or informal competitive bid process for contracts above \$50,000, a department must issue a Request for Interest to determine if there is interest from multiple CBOs, whether or not they are currently County contractors. If interest is limited to only one CBO, the competitive bidding process may be waived pursuant to Section IV.

Waivers. Prior to entering into any contractual agreement under this bulletin, a department may apply to the County Administrator for waiver of the competitive bidding process. Waiver requests must clearly explain the extenuating circumstances that justify the waiver. The County Administrator or authorized designee will evaluate waiver requests, including the applicability of State and Federal statutes. The Administrator will either deny the request or, if appropriate, recommend approval by the Board of Supervisors.

Competitive Bidding and Awards.

- **Bidding** Competitive bidding is required for contracts in excess of \$50,000.
- **Award Criteria** - All contract awards should consider the most responsive and responsible proposal in addition to cost.
- **Additional Criteria Award** - For contracts exceeding \$250,000, award criteria should include the fiscal, managerial and professional capabilities and capacities of the CBO. New or renewal contracts will not be approved unless and until any and all audit exceptions and deficiencies have been remedied.
- **Contract Term** - A contract with a one-year term may not be renewed more than two times, for a total of three years, without a competitive bidding process. Contracts with a term exceeding one year may not exceed three years in length and may not be renewed or extended without a competitive bidding process.



Justification

Payment Limit
 Contract Payment Limit Amended Contract Payment Limit
 Expenses Automatic Extension Amount Amended Automatic Extension Amt

For Contractors Subject to withholding:
 Payment Limit less Expenses
 County paid payroll taxes:
 FICA (6.2% X max of the current OASDI amount)
 Medicare (1.45% X payment limit less expenses)
 Workers' Comp (4.5% X payment limit less expenses)
 Unemployment (0.2% X payment limit less expenses)
 Expenses
 TOTAL COST TO COUNTY

Payment Method
 Fee Basis hourly monthly
 Cost Basis (attach Budget)
 Fee Schedule (attach Schedule)

Funding Source

	Grant #	Fiscal Year	Amount	Percent	Cost Center	Object Code
Federal Program Name	<input type="text"/>	<input type="text"/>	<input type="text" value="0.00"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
State Program Name	<input type="text"/>	<input type="text"/>	<input type="text" value="0.00"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
County Program Name	<input type="text"/>	<input type="text"/>	<input type="text" value="0.00"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other Program Name	<input type="text"/>	<input type="text"/>	<input type="text" value="0.00"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Compute Totals"/>			TOTAL	<input type="text" value="0.00"/>		

Funding in current budget Appropriation adjustment needed Requires Personnel action

JUSTIFICATION FOR THIS CONTRACT

Justification is required



Approvers - approve, edit or deny

Request Track Request Process Request Personnel Process Contract Contract INS Admin

- Request is waiting approval for:
- MED-80204-10822 -- CHENG, SIRI SUNDERI, M.D. - Contract
 - MED-80203-10822 -- EISERT, CHRISTIAN, M.D. - Contract
 - R-80202-9822 -- ARL BIO PHARMA - Contract
 - MED-80201-9822 -- ADAM WARREN, M.D., INC., A PROFESSIONAL CORPORAT
 - R-80199-8822 -- SPECIALTY LABORATORIES, INC. - Contract
 - R-80197-5822 -- LIFE TECHNOLOGIES CORPORATION - Contract
 - R-80196-5822 -- EPPENDORF NORTH AMERICA, INC. - Contract
 - 140-25722 -- PARTNERS IN COMMUNICATION LLC - Contract

Actions

Base # Dash #

Assign To:

Contracts

Grants

Contract Request - Outgoing Funds For Instructions see HSD Policy 105A

Contract Date: 8/8/2022 Contract Tracking # CCRMC-R-80190 Submitting for Division

Contract Location: CCRMC and Health Centers - Julia Santos

Monitoring Phone

Contract #

Renewal Contract #

Expiration Contract #

Terminate Contract #

Contract # Not assigned

Expenses Automatic Extension Amount Amended Automatic Extension Amt

Payment Method

Fee Basis hourly monthly

Cost Basis (attach Budget)

Fee Schedule (attach Schedule)

Funding Source

	Grant #	Fiscal Year	Amount	Percent	Cost Center	Object Code
Federal Program Name			0.00	0	6365	2861
State Program Name			0.00	0	6364	2861
County Program Name	CARES ACT		2000000.00	29	6911	2861
Other Program Name	EF1		5000000.00	71	6365	
<input type="button" value="Compute Totals"/>			TOTAL	7000000.00		

Funding in current budget Appropriation adjustment needed Requires Personnel action

Justification For This Contract

12/4/20-CONTRACT WILL HAVE "THE SERVICE PLAN QUALITY ASSURANCE LANGUAGE" IMPLEMENTED INTO THE CONTRACT. (PLEASE SEE ATTACHMENT). CONTRA COSTA REGIONAL MEDICAL CENTER HAS ALWAYS USED REFERENCE LABORATORIES FOR TEST THAT ARE RARELY REQUESTED AND REQUIRE SPECIAL EQUIPMENT THAT CCRMC DOES NOT HAVE ON SITE. NOT ALL TEST CAN BE PERFORMED ON SITE WHICH IS WHY SENDING OUT IS MORE COST EFFICIENT. ALL CORRESPONDENCE OF THIS CONTRACT NEEDS TO BE SENT TO/ATTENTION: PAUL Y. YOON IN VALENCIA, CA. THIS CONTRACT WILL ALSO HAVE COVID TESTING IMPLEMENTED INTO CONTRACT (CARES ACT) AND THE PERCENTAGE IS AN ESTIMATE. THIS WILL HELP THE LABORATORY TO



Track Request

Initiate Request Track Request Process Request Personnel Process Contract Contract INS



Division: Load Scanned Items Perform Maintenance

Contract # (Do not enter dash number) Contractor Name Search All Departments

Request # Doing Bus. As Initiator Search for a Denied Request

- CCRMC-R-79669 -- Contractor: PER DIEM STAFFING SYSTEMS, INC.
- CCRMC-R-60901 -- Contractor: PER DIEM STAFFING SYSTEMS, INC. -- Denial Reason: Other
- 26306-35 - CCRMC - 4/26/2022 -- Contractor: PER DIEM STAFFING SYSTEMS, INC.**
 - 26306-35 - 6/15/2022 - Insurance Clearances - PER DIEM STAFFING SYSTEMS, INC.
- 26306-34 - CCRMC - 1/19/2022 -- Contractor: PER DIEM STAFFING SYSTEMS, INC.**
 - 26306-34 - 4/12/2022 - Board Order - PER DIEM STAFFING SYSTEMS, INC.
 - 26306-34 - 3/1/2022 - Contract Amendment Agreement - PER DIEM STAFFING SYSTEMS, INC.
 - 26306-34 - 4/21/2022 - General Correspondence (letters, phone notes) - PER DIEM STAFFING SYSTEMS, INC.
 - 26306-34 - 4/18/2022 - General Correspondence (letters, phone notes) - PER DIEM STAFFING SYSTEMS, INC.
- 26306-33 - CCRMC - 3/16/2021 -- Contractor: PER DIEM STAFFING SYSTEMS, INC.**
 - 26306-33 - 6/22/2021 - Board Order - PER DIEM STAFFING SYSTEMS, INC.
 - 26306-33 - 7/15/2021 - General Correspondence (letters, phone notes) - PER DIEM STAFFING SYSTEMS, INC.
 - 26306-33 - 7/12/2021 - General Correspondence (letters, phone notes) - PER DIEM STAFFING SYSTEMS, INC.
 - 26306-33 - 3/16/2021 - SBE Forms - PER DIEM STAFFING SYSTEMS, INC.
 - 26306-33 - 7/1/2021 - Standard Contract (long) - PER DIEM STAFFING SYSTEMS, INC.
 - 26306-33 - 3/16/2021 - W-9 - PER DIEM STAFFING SYSTEMS, INC.
 - 26306-33 - 1/12/2022 - Insurance Clearances - PER DIEM STAFFING SYSTEMS, INC.
 - 26306-33 - 7/6/2021 - Insurance Clearances - PER DIEM STAFFING SYSTEMS, INC.



Track Request In Process

http://cchs/Contracts/ViewRequest.aspx?RequestID=79668 - Profile 1 - Microsoft Edge
 Not secure | cchs/Contracts/ViewRequest.aspx?RequestID=79668

Payment Limit		Expenses:	
Contract payment limit:	\$1,500,000.00	Amend contract payment limit:	\$0.00
Automatic extension amount:	\$0.00	Amend auto. extension amt:	\$0.00

Payment Method: Fee Schedule - Schedule Attached

Funding Source	Grant #	Fiscal Yr.	Amount	Percent
Federal Program Name: ENTERPRISE FUNDS	0		\$0.00	0
State Program Name: ENTERPRISE FUNDS	0		\$0.00	0
County Program Name: ENTERPRISE FUNDS	0		\$1,500,000.00	100
Other Program Name: ENTERPRISE FUNDS	0		\$0.00	0
Total:			\$1,500,000.00	

Cost Center(s): A/CD A/CD Object Code(s): A/CO A/CO

Justification For This Contract
 RESUBMITTING THE CONTRACT RENEWAL WITHOUT LOCAL 21 CLASSIFICATIONS. SEPARATING LOCAL 21 CLASSIFICATIONS TO ANOTHER CONTRACT. NH

Insurance Information
 Insurance has been cleared through 01/07/23

Approval Steps Completed					
Approvers	Contract Location	Sent	Returned	Days for Approval	
Jaspreet Benepal	GateKeeper	04/26/22	04/27/22	1	
Linh Huynh	Budget Monitor	04/27/22	04/28/22	1	
Pat Godley	Finance	04/28/22	04/28/22	0	
Bud De Cesare	Finance # 2	04/28/22	05/02/22	3	
Karin Stryker	Budget Monitor 2	04/28/22	04/28/22	0	
Jena Williams	Labor Approval	05/02/22	06/09/22	38	
Personnel	Personnel	05/02/22	06/09/22	38	
C&G Process	C&G	06/09/22	06/10/22	1	
Leslie Walker	Drafting	06/20/22	06/20/22	0	
Mitch Parkinen	Counsel	06/21/22	07/01/22	10	
Leslie Walker	Proofing	06/21/22	06/21/22	0	
Mitch Parkinen	Department	07/06/22	07/06/22	0	
Mitch Parkinen	Contractor	07/06/22	07/13/22	7	
Mitch Parkinen	CAO	07/13/22			
Leslie Walker	Board Of Supervisors	08/09/22	08/09/22	0	

Current Status
 Contract in process - Currently assigned to: Leslie Walker





30, 60, 90, 120, and 150 days prior to expiration

The screenshot shows a web application interface for tracking contracts. At the top, there is a navigation bar with tabs: Initiate Request, Track Request, Process Request, Personnel, Process Contract, Contract INS, and Admin. Below this is a search area with a dropdown menu for 'Division' set to 'Office of the Director', a 'Search' button, and checkboxes for 'Load Scanned Items' and 'Perform Maintenance'. Further down are input fields for 'Contract #', 'Contractor Name', 'Request #', 'Doing Bus. As', and 'Initiator', along with a 'Search All Departments' checkbox and a 'Reset' button. The main content area is a scrollable list of contracts, categorized by their termination dates. The categories are: 'Contracts & Grants Specialist - Fern Carroll', 'Contracts terminating in the next 150 days', 'Contracts terminating in the next 120 days', 'Contracts terminating in the next 90 days', 'Contracts terminating in the next 60 days', and 'Contracts terminating in the next 30 days'. Each category lists specific contract IDs and contractor names with their respective termination dates. A note at the bottom states: '* Only Contracts or Request in process are displayed'.

Category	Contract ID	Contractor Name	Termination Date
Contracts & Grants Specialist - Fern Carroll	23725-1	THE JUSTICE COLLECTIVE LLC	Sent to Counsel on 7/26/2022
Contracts terminating in the next 150 days	23755-0	HUMAN RIGHTS CAMPAIGN FOUNDATION	
Contracts terminating in the next 120 days	23465-5	AVANTPAGE INC.	12/31/2022
Contracts terminating in the next 120 days	28946-0	CALIFORNIA DEPARTMENT OF PUBLIC HEALTH	12/31/2022
Contracts terminating in the next 120 days	23647-2	OPTIMUM FINANCIAL CONSULTANTS, INC.	12/31/2022
Contracts terminating in the next 120 days	23646-5	EIGHTY20 HEALTHCARE CONSULTING, LLC	12/31/2022
Contracts terminating in the next 120 days	23648-6	VICKIE LEE SCHARR	12/31/2022
Contracts terminating in the next 120 days	23701-2	LOWE CONSULTING GROUP, INC.	11/30/2022
Contracts terminating in the next 120 days	23444-13	RYSE, INC., A CALIFORNIA NONPROFIT CORPORATION	11/30/2022
Contracts terminating in the next 120 days	23668-0	UNITED LANGUAGE GROUP, INC.	11/30/2022
Contracts terminating in the next 90 days	23695-1	ENCORE CLINICAL CONSULTATION	10/31/2022
Contracts terminating in the next 90 days	23419-16	PERSEUS CORPORATION	10/31/2022
Contracts terminating in the next 90 days	23698-2	CITIGUARD INC	10/31/2022
Contracts terminating in the next 60 days	23400-15	CONTRA COSTA REGIONAL HEALTH FOUNDATION	9/30/2022
Contracts terminating in the next 60 days	23605-5	AMBULATORY SURGERY ACCESS COALITION	9/30/2022
Contracts terminating in the next 60 days	23436-13	RYSE INC., A CALIFORNIA NONPROFIT CORPORATION	9/30/2022
Contracts terminating in the next 60 days	28767-8	CA DEPT. OF PUBLIC HEALTH, REFUGEE HEALTH PROGRAM	9/30/2022
Contracts terminating in the next 30 days	26755-13	BROWN-MILLER COMMUNICATIONS, INC.	8/31/2022
Contracts terminating in the next 30 days	23664-2	JWT & ASSOCIATES, LLP	8/31/2022
Contracts terminating in the next 30 days	23725-0	THE JUSTICE COLLECTIVE LLC	8/31/2022
Contracts terminating in the next 30 days	26755-14	BROWN-MILLER COMMUNICATIONS, INC.	8/31/2022



C&G direct emails

1	Contacted	renewing- but waiting on request being put into isite				Yes, Renewing	Not Renewing	to extend to new term date					
2	Divisions:		CCRMC	CCRMC-Medical	CCHP	H3	MF-Medical (&non Medical), AODS	OOTD/Finance EMS	Personnel PT ACCT	IS	Public Health	HazMat	E.H.
3	Contract #	Action #	Contractor	Division	Type	Term End Date	Monitor	Contact Date	Renewing?	Notes:			
4	CCRMC and Health Centers	CCRMC	CCRMC										
5	76552	5 & 6	KITCHELL/CEM, INC.	CCRMC	5 & 6Renew	7/31/22	DAVE DUET/Kelly Edlund		Yes	6 terminates 7/31/23			
6	26217	3	PATH LABS, LLC	CCRMC	Initial	7/31/22	FERNANDO MENDOZA, JR./Julia Santos	4/14/2022	No	4/14/2022: Contract never executed.			
7	76752	0	ROCHE DIAGNOSTICS CORPORATION	CCRMC	Initial	7/20/22	FERNANDO MENDOZA, JR./Julia Santos	4/14/2022	Yes	2/11/2022: In progress-Fern Carroll. 4/14/2022: Roche will need to be updated. Kathleen Silton.			
8	76750	0	INFINITY LABORATORY GROUP INC	CCRMC	Initial	7/31/22	Irene Segovia	4/14/2022	Yes	4/14/2022: I'm on it. Irene.			
9	76647	2	FRIENDSHIP CARE HOME	CCRMC	Renew	7/31/22	Karin Stryker			2 terminates 1/31/23			
10	76746	0, 1	NICOLLE NAPIER-IONASCU PSYD, A PSYCHOLOGICAL CORPORATION	CCRMC	Initial	7/31/22	Karin Stryker	4/14/2022, 5/11/2022	Yes	1/2022: We are working on the first contract K			
11	26733	14	VESELY, REBECCA L.	CCRMC	Renew	7/31/22	KARIN STRYKER/Marlina Wagoner	4/14/2022, 5/11/2022	No	5/11/2022: not renewing the Vesely one. Karin 7/21/2022: -1 terminates 7/31/25			
12	26713	3, 4	PEDIATRIX MEDICAL GROUP OF CALIFORNIA, A PROFESSIONAL CORP	CCRMC	Renew	7/31/22	NANCY HENDRA	4/14/2022	Yes	4/14/22: I will follow up. Nancy 6/6/2022: 4 expires 7/31/25			
13	26958	13	MUIR ORTHOPAEDIC SPECIALISTS, INC., A MEDICAL GROUP, INC.	CCRMC	Renew	7/31/22	SAMIR SHAH, MD/Marlina Wagoner	4/14/2022, 5/11/2022	No	5/11/2022: Carlye Slover will oversee this work now. Dr Shaw included Carlye with this email.			
14	76544	4 & 5	CARCAMO-MOLINA, DAYANA, M.D.	CCRMC	4-renew, 5-amend	7/31/22	SAMIR SHAH, MD/Marlina Wagoner	4/14/2022, 5/11/2022	No	5/12/22: We are renewing all except for Tsou. Mahajan, Carcamo-Molina, and Muir Ortho (now Golden State Ortho & Spine) are already in the system. I'm waiting on forms for the rest.			
15	75589	2	TSOU, MICHELLE, M.D.	CCRMC	Renew	7/31/22	SAMIR SHAH, MD/Marlina Wagoner	4/14/2022, 5/11/2022	No	"			
16	76621	3	MAHAJAN, GAYATRI, M.D.	CCRMC	Renew	7/31/22	SAMIR SHAH, MD/Marlina Wagoner	4/14/2022, 5/11/2022	No	"			
17	76662	4 & 5	FIRSTLOCUM, INC.	CCRMC	4-renew, 5-amend	7/31/22	SAMIR SHAH, MD/Marlina Wagoner	4/14/2022, 5/11/2022		2/14/2022: 5 currently in progress, Kathleen Cyr			
18	76747	0, 1	MATTHEW J.TAFOYA, M.D.	CCRMC	Initial	7/31/22	SAMIR SHAH, MD/Marlina Wagoner	4/14/2022, 5/11/2022	Yes	5/13/2022: Marlina no longer works for CCHS so please make sure these reminders are forwarded to me (Carlye Slover) with a cc to Karin Stryker 6/7/2022: 1 terminates 7/31/25			
19	76748	0	CHELSEA A. TAFOYA, M.D.	CCRMC	Initial	7/31/22	SAMIR SHAH, MD/Marlina Wagoner	4/14/2022, 5/11/2022		"			
20	76749	0	ALEXANDRA M. HILL, M.D.	CCRMC	Initial	7/31/22	SAMIR SHAH, MD/Marlina Wagoner	4/14/2022, 5/11/2022		"			
21	Contra Costa Health Plan (CCHP)	Contra Costa Health Plan (CCHP)											
22	27480	12 & 13	CHEN, KON-HSIN W.	CCHP	Renew	7/31/22	CCHP Contracts			13 expires on 7/31/25			
23	27808	5	DOSANJH, AMARJIT, MD, A MEDICAL CORPORATION	CCHP	Renew	7/31/22	CCHP Contracts	4/14/2022		4/14/2022: All the contracts will be renewed. Jonel Sangalang			



Retro memo

In the event, you find it necessary to request approval of a retroactive contract, submittal of an On-Line Request Form must be accompanied by a "*Retroactivity Memo*", which should be addressed to: Anna Roth, Health Services Director; Attention: Tasha Scott, Director of Contracting and shall include the following justifiable information:

- **1. Explanation of the delay;**
- **2. Justification of the necessity for the Board or Purchasing approval/ execution of the contract after the effective start date;**
- **3. Statement that an oral or written contract was made before the services were provided; or, if the contractor began service before an oral or written contract was made, the date of the oral or written contract; and**
- **4. Address how this action will be resolved (or fixed) and how to prevent this action from ever happening again.**

Anna M. Roth, RN, MS, MPH
Health Services Director
Jo-Anne Linares
Interim Personnel/Payroll Director



OFFICE OF THE DIRECTOR
PERSONNEL SERVICES UNIT
1320 Arnold Suite 261
Martinez, California 94553
PH (925) 957-5240
Fax (925) 957-5260

To: Anna Roth, Health Services Director
From: Jo-Anne Linares, Interim Personnel Director
Date: June 8, 2022
Re: Retroactive Payment for Contract 23-467-10, Spin Recruitment Inc.

Please approve this retroactive action so payment for Spin Recruitment Inc., may be paid for the services rendered between the contract period of February 1, 2022 - March 31, 2022, in the amount of \$61,615.39.

Background: With the Delegated Authority Agreement to administer recruitments since 2012, HS Personnel has been utilizing SPIN agency as part of our outreach efforts. SPIN provides a list of targeted media, print and specialized organizations to fill our vacancies. We have routinely placed job announcements to fill vacancies including Physicians, Psychiatrists, Clinical Psychologists, Associate Medical Director for Quality & Safety and Ambulatory Care, Environmental Health Investigators, Mental Health Clinical Specialists, Substance Abuse Counselors and Program Supervisors, Chief Quality Officer, Chief Equity Officer, Infection Prevention and Control Manager, Director, PH Clinic Services, and so many more. The contract limit is \$100,000 and this is the first time we went over the amount. Please see the attached list reflecting the ads and costs for each recruitment and exempt-classifications specifically physicians and specialists. The job postings are billed to each division/org unit requesting the recruitment or job posting but they are all included in the same SPIN contract.

Explanation of Delay: The Spin Recruitment contract expired March 31, 2022. Due to staffing shortages and transition of assignments in HS Personnel, the contract was not being monitored and invoices were not submitted to Finance timely. We also discovered that SPIN was communicating directly to a former employee who left the department last year. Furthermore, we discovered additional invoices were not paid during this contract period so the total amount in arrears is now \$61,615.39.

CCHS Personnel is requesting a payment for services already rendered for the period of February 1, 2022 - March 31, 2022, in the amount of \$61,615.39.

Justification: Since 2011, CCHS Personnel has utilized Spin Recruitment Inc., services to provide focused outreach and targeted advertising services in support of our recruitment efforts to fill vacancies. The services include identifying agencies/organizations for specific classifications and placing recruitment advertisements. This is in addition to the CCHS Personnel Recruitment Team's advertising in the County's website including County Human Resources and CCHS.





Future Actions: HS Personnel will increase the current contract limit from \$100,00 to \$125,000. HS Personnel created an internal process with a dedicated staff to monitor and track the use of this contract more closely and submit invoices timely to Finance and Auditor for payment. In the event of staffing changes, contract monitoring, and invoicing will be disseminated and delegated to appropriate staff. Finally, HS Personnel Recruitment Team will review ad placement requests with consideration of costs per posting.

Thank you in advance for your consideration.



Contra Costa Health Services



Administration	Contract and Grant Document Processing	Policy #	105-A
		Original Date:	02/1992
		Revised:	07/2022
		Supersedes:	122D

PURPOSE To provide guidance to Department staff responsible for procuring contracted services and grant funding.

POLICY The Contracts and Grants Unit was established to provide technical support to Department staff in the procurement of grants and purchased (personal/professional) services through the County’s contract process.

All purchase of service contracts, agreements, grant applications, grant agreements and award documents shall be processed through the Contracts and Grants Unit in accordance with this Department policy.

REFERENCES Applicable Board Orders and Resolutions; Administrative Bulletins; County Counsel, County Administrator, and Health Services policies; and State and Federal regulations.

AUTHORITY Board of Supervisors. All purchase of service contracts, agreements, grant applications, grant agreements, award documents and other such documents must be approved and executed for the County by the Board of Supervisors, either directly or indirectly, as specifically designated by the Board. All contracts with a payment limit over \$200,000 must be presented to the Board of Supervisors for approval.

County Administrator. All contract documents are submitted to the County Administrator for approval and presentation to the Board of Supervisors or its designee. At the discretion of the County Administrator, contracts with a payment limit of \$200,000 and under may be approved for execution by the County’s Purchasing Services Manager as designee of the Board of Supervisors (unless includes special indemnification or liability provisions as directed by County Counsel).

The County Administrator’s Risk Management Division is responsible for determining the insurance coverage requirements imposed upon contractors. Requests for any modification or reduction in the required



Attachment D.
coverage levels are subject to the Risk Management's review and approval.

County Counsel. All contract documents must be approved as to legal form by County Counsel unless exception from such review pursuant to the Board of Supervisors Order dated September 12, 2006.

Retroactive Contracts, i.e., authorization of expenditures for service after the fact, represents a "gift of public funds" according to the State Constitution, Article XI, Section 10 and Government Code Section 24054, and any such service, if rendered without a fully approved and executed contract with the County, can become the personal financial responsibility and liability of the County employee who authorized the service. It is the policy of the County Administrator and the Health Services Department to comply with this regulation. Every responsible effort must be made to avoid and prevent any retroactive contract situation.

Exceptions to this policy are possible, (but discouraged) under very special emergency circumstances with a justification memo and are subject to the prior approval of the Health Services Director and the County Administrator. Questions regarding retroactivity may be addressed to the Health Services Director of Contracting.

Health Services Director of Contracting. The Director of Contracting provides consultation and technical support to Department staff who are responsible for procuring services and grant funding through the County's contract process. The Contracts and Grants Unit will assist with the contract process and has major responsibility for developing the documents; obtaining the necessary approvals; coordinating the insurance clearances; reporting requirements/maintaining records for SBE/Outreach Programs; and facilitating the execution of contracts.

Personnel. The designated Personnel Administrator will do an initial assessment to determine if an employee labor organization must be notified in accordance with the Myers-Milias Brown Act of California before the contract can proceed to the next approver in the process. Personnel will also ensure that the contractors who provide services at CCHS sites will undergo the appropriate Livescan/fingerprinting process. The designated Personnel Administrator may be in contact with the contract/grant initiator or monitor to solicit additional information about the contract. The contract process may be delayed if the Department is required to meet and confer with an employee labor organization. In the event there is no potential conflict identified, the designated Personnel Administrator will move the On-line Request Form to the next approver.



Attachment D

Division Staff. Working through their respective administrators and program staff, Division Directors are responsible for:

1. Conducting the selection process in accordance with the County's SBE and Outreach Program, **Administrative Bulletin 613 (for CBO's)** grant requirements for subcontracting and any other requirements, including obtaining bids, issuing requests for proposals or requests for qualifications/ information;
2. Ensuring that the contracted service being requested is legal;
3. Ensuring that funding is available;
4. Negotiating with prospective contractors;
5. Informing prospective contractors of the County's insurance coverage requirements;
6. Drafting a service plan that describes who will do what, when, where, why, to what degree, how often and for how much;
7. Drafting a payment provisions that includes negotiated rates (if fee based) or a budget (if cost based);
8. Background for the Board Order (if applicable) including how the contracted services will effect the community, children's impact statement and information/history about the program/project;
9. Developing measurable outcome-oriented objectives for each contract;
10. Implementing a methodology for monitoring and evaluating the contractor's performance during the term of the contract;
11. Authorizing and monitoring the payments due to the contractor under the terms of the contract;
12. Obtaining required supplemental forms;
13. Monitoring funds due the County through the grant awards.

Program staff, cost center managers, and/or staff persons who initiate contracts or grants are responsible for completion of an Online Request Form, and any necessary accompanying documentation including SBE and Outreach forms, draft service plan, draft payment provision, supplemental forms (M-20 Questionnaires for Determining Independent Contractor Payment Method, Registration and Certification Form and W-9), 16 Points Narrative statements, program justification, and other information required for briefing the Health Services Director, the County Administrator, and/or the Board of Supervisors.

By submitting an Online Request Form for approval, the Division Administrator signifies that there is funding in the Division's budget for the services being requested. Division Directors are responsible for providing final approval for document processing by approving the



Attachment D
Online Request Form. (Division Directors may authorize staff to initiate the request forms but must notify the Director of Contracting in writing of such delegation)

Accounting Staff. Division and Department accounting staff and the Auditor-Controller are responsible for the financial aspects of all contracts and grants.

PROCEDURES

A. Planning and Development of Contracted Services

1. Divisions will determine the need for and appropriateness of contracted services and the availability of funding;
2. Division staff determines the method of provider selection; implement the selection process; select a provider(s); and negotiate contract terms.

B. Initiating an Online Request Form

1. Program staff will complete an Online Request Form as follows:
 - a. For processing purchase of service contracts including amendments, extensions, and renewals of contracts, an Online Request Form must be submitted via iSite, and all supplemental materials must be attached including, but not limited to, draft service plan and payment provision and supplemental forms.
 - b. For project grant funding applications and State contract processing, an Online Request Form must be completed and submitted via iSite. A 16 Points Narrative statement, Grantor transmittal letter and documents requiring Board of Supervisors approval must be attached.
2. The Division Administrator or Contract Manager will submit the Online Request Form to certify that:
 - a. Funding in the Division's budget and appropriate cost center have been confirmed or any necessary appropriation adjustments have been initiated (additional verification by the Department's designated Budget Monitor may be required);



- Attachment D
- a. Personnel has been notified if personnel actions are involved in the contract;
 - b. The Information System Director has approved any contract request that includes computer software, hardware, accessories or information technology consulting services; and
 - c. All preliminary program approvals for the contract or grant activity has been obtained, and the activity is approved for implementation.
2. The contract requestor shall submit the Online Request Form for approval of the prospective contractor or project, service to be provided, and money to be paid or received.
 3. An Online Request Form, with any supplemental material (draft service plan, draft payment provision and supplemental forms), shall be routed to the Division Director and Department CFO (or designee) for approval.
 4. Following CFO/CEO approval, the Online Request Form and all supplemental material shall be forwarded to Personnel and then Contracts and Grants.

C. Processing the Documents

An Online Request Form should generally be received by the Contracts and Grants Unit at least **eight** weeks prior to the proposed effective date of the contract to allow for processing through the County Counsel, Risk Management, and County Administrator's Office; for any necessary signatures and notary of the Contractor; and for meeting Board Agenda deadlines. Routine Short Form Service Contracts, amendments, extensions, and renewals which use language already approved by County Counsel could take less time; Standard Contracts or those with complex or innovative service plans will probably require a longer lead time.

When the Online Request Form is received by the Contracts and Grants Unit, the Director of Contracting, reviews the Online Request Form for appropriate documentation.



Attachment D

The assigned Contracts and Grants staff will do the following:

1. Review the Online Request Form and appropriate documentation to determine appropriate contract provisions;
2. Draft a Board Order, or CAO memo, and request approval from the Health Services Director for submission to the County Administrator's Office, and from the County Administrator for submission to the Board of Supervisors or their designee;
3. Consult with Risk Management for appropriate insurance language, if necessary;
4. Determine payment provisions in consultation with Auditor-Controller's Office, if necessary;
5. Prepare contract document for Department review/ approval;
6. Submit the documents to County Counsel for review as to legal form, if appropriate; and
7. Arrange to obtain contractor's signature and notary on the contract.

* Contracts will not be completed without the following supplemental Forms: W-9, M-20 (if applicable), Registration and Certification Form and Insurance Certificates.

C. Executing the Contract

The contract is fully executed when both parties, i.e., the Contractor and the County, sign the contract.

Short Form Purchase of Service Contracts (\$50,000 and under) are generally approved by the County's Purchasing Services Manager and are not fully executed until he/she signs the document.

The County Administrator places contract documents, which the Board of Supervisors must approve, on the Board agenda. The Contracts and Grants Unit's deadline for submitting agenda



items to the County Administrator is noon Thursday, twelve (12) days prior to the Board meeting at which action is desired.

B. Distribution

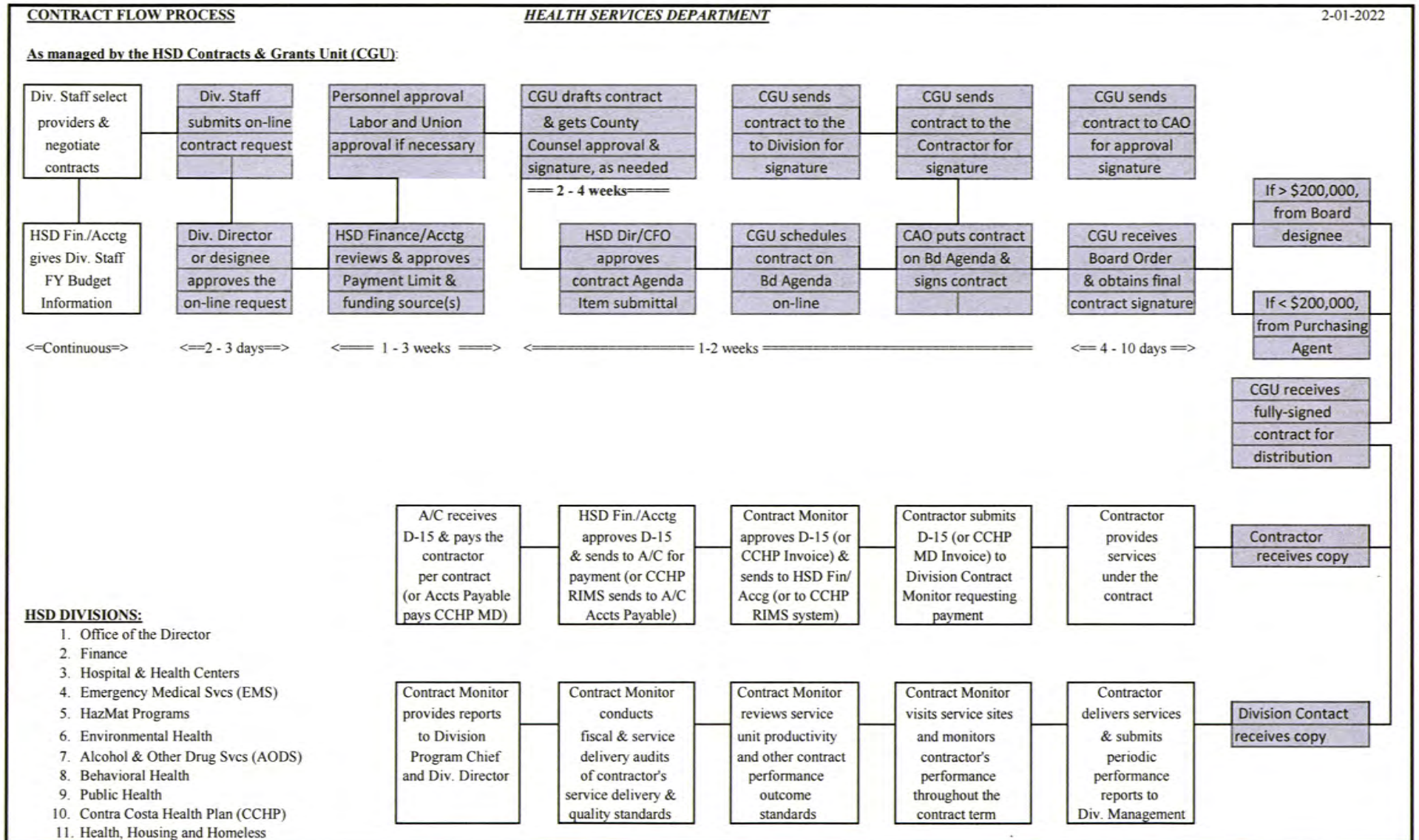
The Contracts and Grants Unit uploads executed documents to the C&G application on iSite.

- C. Cancellation/Termination clauses in most contracts allow for immediate cancellation upon mutual agreement by both parties and provide for a certain required period of notice if either party wants to cancel a contract prior to its termination date. In order for the Department (County) to cancel a contract, the Board of Supervisors must authorize such cancellation prior to notifying the Contractor. Therefore, the Department (contract program managers) must allow time for Board action in addition to the notification period specified in the contract, e.g., it may take at least 30 days after Board of Supervisors approval and receipt of notice by contractor to complete a cancellation of a contract containing a 30-day cancellation clause.



Discussion & Questions

Attachment E



Fiscal Year 2021-22 Overview

	Total PO Count (One Time and Blanket)	Purchase Order Total Amount
Administrator's Office Totals	169	\$18,774,775.42
Agriculture Totals	12	\$120,915.94
Animal Services Totals	55	\$951,845.77
Assessor Totals	10	\$59,822.09
Auditor-Controller Totals	8	\$59,020.69
Board of Supervisors Totals	2	\$493.12
Child Support Services Totals	47	\$624,906.26
Clerk-Recorder Totals	70	\$1,422,455.98
Community Development Totals	33	\$1,015,710.30
Community Services Totals	43	\$3,394,752.26
Conservation & Development Totals	4	\$135,000.00
County Counsel Totals	11	\$326,355.12
District Attorney Totals	39	\$581,627.36
Employment & Human Services Totals	181	\$4,235,965.05
Fire Protection District Totals	22	\$1,718,281.89
Health Services Totals	667	\$119,047,124.60
Human Resources Totals	9	\$166,436.60
Library Totals	127	\$2,387,539.29
Probation Totals	77	\$1,045,930.48
Public Defender Totals	17	\$516,902.90
Public Health Totals	173	\$11,440,948.07
Public Works Totals	338	\$28,862,427.68
Sheriff-Coroner Totals	329	\$14,391,857.90
Treasurer-Tax Collector Totals	22	\$166,221.48
Veteran Services Totals	3	\$46,871.00
Totals	2,468	\$211,494,187.25

Attachment G



Contracts 200K Breakdowns

Contract Effective Dates From: Jul 1 2021 - To: Jun 30 2022

	Number of Contracts Executed	Dollar Volume	
Amend Contract	300	\$51,048,226.81	* amount of contract amendment
Over 200K	32	\$47,217,864.80	* amount of contract amendment
Under 200K	268	\$3,830,362.01	* amount of contract amendment
Initial Contract	258	\$117,981,267.18	
Over 200K	99	\$106,713,413.63	
Under 200K	159	\$11,267,853.55	
Novation Contract	54	\$53,603,166.17	
Over 200K	40	\$51,829,092.00	
Under 200K	14	\$1,774,074.17	
Renew Contract	628	\$449,943,999.91	
Over 200K	260	\$424,688,962.26	
Under 200K	368	\$25,255,037.65	
Total	1,240	\$672,576,660.07	
Over 200K		\$630,449,332.69	
Under 200K		\$42,127,327.38	

Retroactive Contracts for BOS
Reporting Dates 01/01/2022 through 08/31/2022

Alcohol and Other Drugs Services (AODS)

24243 - 75	Contractor: R.E.A.C.H. PROJECT
	Subject: PREVENTION AND TREATMENT SERVICES FOR YOUTH AND ADULTS IN EAST COUNTY. ALSO, TREATMENT SERVICES PROVIDED AT ORIN ALLEN YOUTH REHABILITATION FACILITY.
	Effective Date: 07/01/21 Amend EffDate: 01/01/22 BOS Date: 04/12/22
	Retroactive Reason: Rate adjustment due decreased volume from COVID-19
<hr/>	
24243 - 76	Contractor: R.E.A.C.H. PROJECT
	Subject: PREVENTION AND TREATMENT SERVICES FOR YOUTH AND ADULTS IN EAST COUNTY. ALSO, TREATMENT SERVICES PROVIDED AT ORIN ALLEN YOUTH REHABILITATION FACILITY.
	Effective Date: 07/01/21 Amend EffDate: 01/01/22 BOS Date: 06/21/22
	Retroactive Reason: Rate adjustment due decreased volume from COVID-19
<hr/>	
24259 - 71	Contractor: CENTER FOR HUMAN DEVELOPMENT
	Subject: THIS CONTRACT PROVIDES FOR SUBSTANCE USE DISORDER PREVENTION FOCUSING ON EDUCATION AND ENVIRONMENTAL STRATEGIES AS WELL AS ALTERNATIVE ACTIVITIES FOR HIGH RISK YOUTH IN EAST, CENTRAL AND WEST COUNTY.
	Effective Date: 07/01/21 Amend EffDate: 01/01/22 BOS Date: 04/12/22
	Retroactive Reason: Rate adjustment due decreased volume from COVID-19
<hr/>	
24429 - 74	Contractor: UJIMA FAMILY RECOVERY SERVICES
	Subject: RESIDENTIAL, OUTPATIENT AND INTENSIVE OUTPATIENT TREATMENT FOR WOMEN IN EAST, WEST AND CENTRAL COUNTY. ADDITIONAL SERVICES FOR PREGNANT AND PARENTING WOMEN AND THEIR SMALL CHILDREN ARE ALSO AVAILABLE.
	Effective Date: 07/01/21 Amend EffDate: 01/01/22 BOS Date: 02/01/22
	Retroactive Reason: Rate adjustment due decreased volume from COVID-19
<hr/>	
24429 - 75	Contractor: UJIMA FAMILY RECOVERY SERVICES
	Subject: RESIDENTIAL, OUTPATIENT AND INTENSIVE OUTPATIENT TREATMENT FOR WOMEN IN EAST, WEST AND CENTRAL COUNTY. ADDITIONAL SERVICES FOR PREGNANT AND PARENTING WOMEN AND THEIR SMALL CHILDREN ARE ALSO AVAILABLE.
	Effective Date: 07/01/21 Amend EffDate: 01/01/22 BOS Date: 04/12/22
	Retroactive Reason: Rate adjustment due decreased volume from COVID-19

* Note: Special Report Run on Retroactive contracts with payment limit changes.

Attachment H

24429 - 77

Contractor: **UJIMA FAMILY RECOVERY SERVICES**
Subject: **RESIDENTIAL, OUTPATIENT AND INTENSIVE OUTPATIENT TREATMENT FOR WOMEN IN EAST, WEST AND CENTRAL COUNTY. ADDITIONAL SERVICES FOR PREGNANT AND PARENTING WOMEN AND THEIR SMALL CHILDREN ARE ALSO AVAILABLE.**

Effective Date: **07/01/21** Amend EffDate: **04/01/22** BOS Date: **05/03/22**

Retroactive Reason: **Rate adjustment due decreased volume from COVID-19**

24429 - 78

Contractor: **UJIMA FAMILY RECOVERY SERVICES**
Subject: **RESIDENTIAL, OUTPATIENT AND INTENSIVE OUTPATIENT TREATMENT FOR WOMEN IN EAST, WEST AND CENTRAL COUNTY. ADDITIONAL SERVICES FOR PREGNANT AND PARENTING WOMEN AND THEIR SMALL CHILDREN ARE ALSO AVAILABLE.**

Effective Date: **07/01/22** Amend EffDate: **False** BOS Date: **08/02/22**

Retroactive Reason: **Delay due to negotiation between Division and Contractor**

74054 - 29

Contractor: **COMMUNITY HEALTH FOR ASIAN AMERICANS**
Subject: **SUBSTANCE USE DISORDER PREVENTION SERVICES FOR HIGH RISK YOUTH AND FAMILIES FOCUSING ON THE ASIAN/PACIFIC ISLANDER COMMUNITIES OF WEST COUNTY AND SOUTHEAST ANTIOCH WITH ACTIVITIES RELATED TO PROPOSITION 64**

Effective Date: **07/01/21** Amend EffDate: **01/01/22** BOS Date: **06/21/22**

Retroactive Reason: **Rate adjustment due decreased volume from COVID-19**

74174 - 43

Contractor: **BI-BETT**
Subject: **RESIDENTIAL SUBSTANCE USE DISORDER TREATMENT AND DETOXIFICATION TREATMENT SERVICES FOR ADULT RESIDENTS OF CONTRA COSTA COUNTY. SERVICES ARE PROVIDED TO PERSONS REFERRED THROUGH A BEHAVIORAL HEALTH ACCESS LINE COUNSELOR. SERVICES ARE COVERED BY DRUG MEDI-CAL, AB 109, AND SAPT FUNDS.**

Effective Date: **07/01/21** Amend EffDate: **01/01/22** BOS Date: **04/12/22**

Retroactive Reason: **Rate adjustment due decreased volume from COVID-19**

74174 - 44

Contractor: **BI-BETT**
Subject: **RESIDENTIAL SUBSTANCE USE DISORDER TREATMENT AND DETOXIFICATION TREATMENT SERVICES FOR ADULT RESIDENTS OF CONTRA COSTA COUNTY. SERVICES ARE PROVIDED TO PERSONS REFERRED THROUGH A BEHAVIORAL HEALTH ACCESS LINE COUNSELOR. SERVICES ARE COVERED BY DRUG MEDI-CAL, AB 109, AND SAPT FUNDS.**

Effective Date: **07/01/21** Amend EffDate: **04/01/22** BOS Date: **05/03/22**

Retroactive Reason: **Rate adjustment due decreased volume from COVID-19**

74222 - 12

Contractor: **J. COLE RECOVERY HOMES, INC.**
Subject: **RESIDENTIAL TREATMENT FOR MEN IN EAST COUNTY. MALE OFFENDERS ARE ALSO SERVED UNDER AB 109**

Effective Date: **07/01/21** Amend EffDate: **01/01/22** BOS Date: **02/01/22**

Retroactive Reason: **Delay due to negotiation between Division and Contractor**

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74222 - 13

Contractor: **J. COLE RECOVERY HOMES, INC.**Subject: **RESIDENTIAL TREATMENT FOR MEN IN EAST COUNTY. MALE OFFENDERS ARE ALSO SERVED UNDER AB 109**Effective Date: **07/01/21**Amend EffDate: **04/01/22**BOS Date: **05/03/22**Retroactive Reason: **Rate adjustment due decreased volume from COVID-19**

74222 - 14

Contractor: **J. COLE RECOVERY HOMES, INC.**Subject: **RESIDENTIAL TREATMENT FOR MEN IN EAST COUNTY. MALE OFFENDERS ARE ALSO SERVED UNDER AB 109**Effective Date: **07/01/22**Amend EffDate: **False**BOS Date: **08/16/22**Retroactive Reason: **Delay due to negotiation between Division and Contractor**

74439 - 18

Contractor: **BAY AREA COMMUNITY RESOURCES, INC.**Subject: **SUBSTANCE USE DISORDERS PREVENTION SERVICES IN WEST COUNTY AND CENTRAL CONCORD THROUGH COMMUNITY BASED, ENVIRONMENTAL AND ALTERNATIVE CSAP STRATEGIES.**Effective Date: **07/01/21**Amend EffDate: **01/01/22**BOS Date: **04/26/22**Retroactive Reason: **Rate adjustment due decreased volume from COVID-19**

74439 - 19

Contractor: **BAY AREA COMMUNITY RESOURCES, INC.**Subject: **SUBSTANCE USE DISORDERS PREVENTION SERVICES IN WEST COUNTY AND CENTRAL CONCORD THROUGH COMMUNITY BASED, ENVIRONMENTAL AND ALTERNATIVE CSAP STRATEGIES.**Effective Date: **07/01/21**Amend EffDate: **01/01/22**BOS Date: **06/21/22**Retroactive Reason: **Rate adjustment due decreased volume from COVID-19**

74439 - 20

Contractor: **BAY AREA COMMUNITY RESOURCES, INC.**Subject: **SUBSTANCE USE DISORDERS PREVENTION SERVICES IN WEST COUNTY AND CENTRAL CONCORD THROUGH COMMUNITY BASED, ENVIRONMENTAL AND ALTERNATIVE CSAP STRATEGIES.**Effective Date: **07/01/22**Amend EffDate: **False**BOS Date: **08/02/22**Retroactive Reason: **Delay due to Fed/State late in defining program or rates**

74535 - 7

Contractor: **R.E.A.C.H. PROJECT**Subject: **PARENTING AND WELLNESS COUNSELING FOR CALWORKS PARENTS AND CHILDREN IN FAR EAST COUNTY, COMPLEMENTING EXISTING SERVICES IN CENTRAL, EAST AND WEST COUNTY. ALSO PARENTING AND WELLNESS COUNSELING FOR CALWORKS PARENTS AND CHILDREN RESIDING COUNTYWIDE WANTING SERVICES IN SPANISH.**Effective Date: **07/01/21**Amend EffDate: **01/01/22**BOS Date: **04/26/22**Retroactive Reason: **Rate adjustment due decreased volume from COVID-19**

74600 - 4

Contractor: **THE LATINO COMMISSION ON ALCOHOL AND DRUGS**Subject: **ASAM LEVEL 3.1 RESIDENTIAL TREATMENT SERVICES FOR WOMEN WITH CHILDREN WHO ARE RESIDENTS OF CONTRA COSTA COUNTY. PERINATAL SERVICES WILL BE FUNDED PRIMARILY BY DRUG MEDI-CAL**Effective Date: **07/01/21**Amend EffDate: **01/01/22**BOS Date: **02/01/22**Retroactive Reason: **Rate adjustment due decreased volume from COVID-19**

* Note: Special Report Run on Retroactive contracts with payment limit changes.

Attachment H

74610 - 8

Contractor: WESTCARE CALIFORNIA, INC.

Subject: ASAM LEVELS 3.1 AND 3.5 RESIDENTIAL TREATMENT AS WELL AS LEVEL 3.2 WITHDRAWAL MANAGEMENT SERVICES FOR CONTRA COSTA COUNTY RESIDENTS IN WEST COUNTY.

Effective Date: 07/01/21

Amend EffDate: 01/01/22

BOS Date: 02/01/22

Retroactive Reason: Rate adjustment due decreased volume from COVID-19

74610 - 9

Contractor: WESTCARE CALIFORNIA, INC.

Subject: ASAM LEVELS 3.1 AND 3.5 RESIDENTIAL TREATMENT AS WELL AS LEVEL 3.2 WITHDRAWAL MANAGEMENT SERVICES FOR CONTRA COSTA COUNTY RESIDENTS IN WEST COUNTY.

Effective Date: 07/01/21

Amend EffDate: 04/01/22

BOS Date: 06/07/22

Retroactive Reason: Rate adjustment due decreased volume from COVID-19

74623 - 4

Contractor: HARMONIC SOLUTIONS, LLC

Subject: NARCOTIC TREATMENT SERVICES FOR ADULTS AND YOUTH SERVING SOUNTY COUNTY FROM THEIR CLINIC IN WALNUT CREEK.

Effective Date: 07/01/22

Amend EffDate: 07/01/22

BOS Date: 09/13/22

Retroactive Reason: Delay due to Fed/State late in defining program or rates

74624 - 1

Contractor: THE ALLIANCE FOR COMMUNITY WELLNESS

Subject: SUBSTANCE USE DISORDER TREATMENT SERVICES FOR ADOLESCENTS NEEDING OUTPATIENT SERVICES DUE TO THEIR LEVEL OF SEVERITY AS INDICATED BY THE ASAM. TREATMENT INCLUDES A COMBINATION OF INDIVIDUAL AND GROUP MODALITIES, BOTH USING EVIDENCE-BASED TREATMENT INTERVENTIONS.

Effective Date: 01/01/22

Amend EffDate: False

BOS Date: 05/24/22

Retroactive Reason: Delay due to Fed/State late in defining program or rates

74628 - 1

Contractor: THE ALLIANCE FOR COMMUNITY WELLNESS

Subject: PERINATAL SUBSTANCE USE DISORDER OUTREACH AND ENGAGEMENT, SCREENING AND BRIEF INTERVENTION AND REFERRALS TO TREATMENT SERVICES FOR WOMEN WITH CHILDREN NEEDING OUTPATIENT SERVICES DUE TO THEIR LEVEL OF SEVERITY AS INDICATED BY THE ASAM. TREATMENT INCLUDES A COMBINATION OF INDIVIDUAL AND GROUP MODALITIES, BOTH USING EVIDENCE-BASED TREATMENT INTERVENTIONS.

Effective Date: 01/01/22

Amend EffDate: False

BOS Date: 05/24/22

Retroactive Reason: Delay due to Fed/State late in defining program or rates

74639 - 2

Contractor: SHELTER, INC.

Subject: PLACEMENT OF SUD TREATMENT CLIENTS IN RECOVERY RESIDENCES

Effective Date: 07/01/22

Amend EffDate: False

BOS Date: 08/02/22

Retroactive Reason: Delay due to needing BOS action regarding program direction or funding

Attachment H

74652 - 0

Contractor: **OPTIONS RECOVERY SERVICES**

Subject: **OUTPATIENT AND INTENSIVE OUTPATIENT TREATMENT SERVICES FOR
ADULTS WITH SUBSTANCE USE AND/OR CO-OCCURRING DISORDERS.**

Effective Date: **06/01/22**

Amend EffDate: **False**

BOS Date: **08/02/22**

Retroactive Reason: **Delay due to Fed/State late in defining program or rates**

CCRMC and Health Centers

23455 - 20	Contractor: ATOS DIGITAL HEALTH SOLUTIONS, INC. Subject: PROFESSIONAL AND TECHNICAL SUPPORT AND CONSULTING SERVICES Effective Date: 07/01/21 Amend EffDate: 02/01/22 BOS Date: 05/24/22 Retroactive Reason: Lack of real time knowledge of expenditures
23455 - 21	Contractor: ATOS DIGITAL HEALTH SOLUTIONS, INC. Subject: PROFESSIONAL AND TECHNICAL SUPPORT AND CONSULTING SERVICES Effective Date: 07/01/22 Amend EffDate: 07/01/22 BOS Date: 09/13/22 Retroactive Reason: HSD staff administrative oversight/staffing vacancies
26209 - 12	Contractor: UNIVERSITY OF THE PACIFIC Subject: UNPAID STUDENT TRAINING AGREEMENT - PHYSICAL THERAPY DOCTORATE(DPT) STUDENTS, AND SPEECH THERAPY STUDENTS Effective Date: 01/01/22 Amend EffDate: False BOS Date: 04/26/22 Retroactive Reason: HSD staff administrative oversight/staffing vacancies
26306 - 34	Contractor: PER DIEM STAFFING SYSTEMS, INC. Subject: TEMP REGISTRY Effective Date: 07/01/21 Amend EffDate: 03/01/22 BOS Date: 04/26/22 Retroactive Reason: COVID-19 urgent/unexpected
26306 - 35	Contractor: PER DIEM STAFFING SYSTEMS, INC. Subject: TEMP REGISTRY Effective Date: 07/01/22 Amend EffDate: False BOS Date: 08/09/22 Retroactive Reason: Delay due to Personnel approval (Union M&C or Fingerprinting)
26347 - 41	Contractor: CROSS COUNTRY STAFFING, INC. Subject: NURSING REGISTRY Effective Date: 07/01/21 Amend EffDate: 03/01/22 BOS Date: 04/12/22 Retroactive Reason: COVID-19 urgent/unexpected
26361 - 2	Contractor: JOHN MUIR HEALTH Subject: JOHN MUIR HEALTH WILL SERVE AS A BACK UP LAB TO CONTRA COSTA REGIONAL MED. CTR. LAB DEPT. FOR EMERGENCY SITUATIONS, SUCH AS SCHEDULE AND NON SCHEDULE DOWNTIME. Effective Date: 01/01/22 Amend EffDate: False BOS Date: 04/12/22 Retroactive Reason: Delay due to County Counsel approval of language
26395 - 25	Contractor: LOCUMTENENS.COM LLC Subject: TEMPORARY HELP FIRM FOR PHYSICIAN COVERAGE. Effective Date: 03/01/22 Amend EffDate: False BOS Date: 04/12/22 Retroactive Reason: Delay due to Personnel approval (Union M&C or Fingerprinting)

* Note: Special Report Run on Retroactive contracts with payment limit changes.

Attachment H

26410 - 3	Contractor: LA CLINICA DE LA RAZA, INC. Subject: CARE TRANSITIONS Effective Date: 03/01/22 Amend EffDate: False BOS Date: 04/12/22 Retroactive Reason: HSD staff administrative oversight/staffing vacancies
26583 - 32	Contractor: SPECIALTY LABORATORIES, INC. Subject: CLINICAL LABORATORY SEND-OUT TESTS. Effective Date: 01/01/21 Amend EffDate: 04/15/22 BOS Date: 05/24/22 Retroactive Reason: Delay due to negotiation between Division and Contractor
26583 - 34	Contractor: SPECIALTY LABORATORIES, INC. Subject: CLINICAL LABORATORY SEND-OUT TESTS. Effective Date: 01/01/21 Amend EffDate: 08/10/22 BOS Date: 09/20/22 Retroactive Reason: COVID-19 urgent/unexpected
26692 - 22	Contractor: APPLIED REMEDIAL SERVICES, INC. Subject: REMOVAL AND DISPOSAL OF HAZARDOUS WASTE AND CHEMICALS FROM NUMEROUS HEALTH SERVICES SITES, INCLUDING DENTAL CLINICS. Effective Date: 01/01/22 Amend EffDate: 01/01/22 BOS Date: 02/01/22 Retroactive Reason: Delay due to negotiation between Division and Contractor
26790 - 5	Contractor: THE REGENTS OF THE UNIVERSITY OF CALIFORNIA, SAN FRANCISCO Subject: ENDOCRINOLOGY SERVICES AT CCRMC AND HEALTH CENTERS. Effective Date: 02/01/22 Amend EffDate: False BOS Date: 08/02/22 Retroactive Reason: Delay due to negotiation between Division and Contractor
76579 - 7	Contractor: ZAKA, JAMAL J., M.D. Subject: PULMONOLOGY Effective Date: 04/01/21 Amend EffDate: 03/01/22 BOS Date: 05/24/22 Retroactive Reason: Lack of real time knowledge of expenditures
76605 - 3	Contractor: FIRST CHOICE ANESTHESIA CONSULTANTS OF NORTHERN CALIFORNIA, PC Subject: ANESTHESIOLOGY Effective Date: 03/01/22 Amend EffDate: False BOS Date: 06/21/22 Retroactive Reason: Delay due to negotiation between Division and Contractor
76624 - 8	Contractor: SHARJO, INC Subject: VENDOR TO PROVIDE 24HR EMERGENCY RESTORATION SERVICES AS NEEDED, AND DAILY DEEP CLEANING OF ALL HOSPITAL AND CLINIC SITES DUE TO COVID-19 PANDEMIC Effective Date: 05/01/22 Amend EffDate: False BOS Date: 06/21/22 Retroactive Reason: Delay due to Personnel approval (Union M&C or Fingerprinting)

* Note: Special Report Run on Retroactive contracts with payment limit changes.

Attachment H

76727 - 1

Contractor: **BENJAMIN RAYIKANTI, MD, INC.**

Subject: **ANESTHESIOLOGY**

Effective Date: **04/01/22**

Amend EffDate: **False**

BOS Date: **05/17/22**

Retroactive Reason: **Delay due to negotiation between Division and Contractor**

76739 - 1

Contractor: **WRIGHT, JR., FRANCIS M., M.D.**

Subject: **OBSTETRICS AND GYNECOLOGY PROVIDER AT CCRMC**

Effective Date: **04/01/22**

Amend EffDate: **False**

BOS Date: **05/17/22**

Retroactive Reason: **Delay due to negotiation between Division and Contractor**

Contra Costa Health Plan (CCHP)

77001 - 8	Contractor: LA CLINICA DE LA RAZA, INC. Subject: PRIMARY CARE MEDICAL SERVICES CONTRA COSTA CARES PROGRAM ** AMEND TO ADD INTEGRATED BEHAVIORAL HEALTH SERVICES AND INCREASE REIMBURSEMENT RATE** Effective Date: 01/01/22 Amend EffDate: 05/01/22 BOS Date: 09/13/22 Retroactive Reason: Delay due to needing BOS action regarding program direction or funding
77002 - 8	Contractor: LIFELONG MEDICAL CARE Subject: PRIMARY CARE MEDICAL SERVICES CONTRA COSTA CARES PROGRAM. ** AMEND TO ADD INTEGRATED BEHAVIORAL HEALTH SERVICES AND INCREASE REIMBURSEMENT RATE** Effective Date: 01/01/22 Amend EffDate: 05/01/22 BOS Date: 09/13/22 Retroactive Reason: Delay due to needing BOS action regarding program direction or funding
77003 - 8	Contractor: BRIGHTER BEGINNINGS Subject: PRIMARY CARE MEDICAL SERVICES - CONTRA COSTA CARES PROGRAM **AMEND TO ADD INTEGRATED BEHAVIORAL HEALTH SERVICES AND TO INCREASE REIMBURSEMENT RATE** Effective Date: 01/01/22 Amend EffDate: 05/01/22 BOS Date: 09/13/22 Retroactive Reason: Delay due to needing BOS action regarding program direction or funding
77258 - 1	Contractor: MORAGAIDENCE OPCO, LLC Subject: SKILLED NURSING FACILITY Effective Date: 03/01/22 Amend EffDate: False BOS Date: 04/12/22 Retroactive Reason: HSD staff administrative oversight/staffing vacancies
77265 - 1	Contractor: NOVA CARE HOME HEALTH SERVICES, INC. Subject: HOME HEALTH Effective Date: 01/01/22 Amend EffDate: False BOS Date: 02/22/22 Retroactive Reason: HSD staff administrative oversight/staffing vacancies
77279 - 1	Contractor: BLIZE HEALTHCARE CALIFORNIA, INC. Subject: HOME HEALTH AND HOSPICE Effective Date: 02/01/22 Amend EffDate: False BOS Date: 05/24/22 Retroactive Reason: Delay due to Contractor needing to register with SOS or submit required forms to Division
77419 - 0	Contractor: CRANIAL TECHNOLOGIES, INC. Subject: DME - DYNAMIC ORTHOTIC CRANIOPLASTY BAND Effective Date: 01/01/22 Amend EffDate: False BOS Date: 02/08/22 Retroactive Reason: HSD staff administrative oversight/staffing vacancies

* Note: Special Report Run on Retroactive contracts with payment limit changes.

Attachment H

77421 - 0

Contractor: **TELEMEDICINE GROUP, P.C.**

Subject: **BEHAVIORAL HEALTH AND MEDICAL SPECIALTY SERVICES**

Effective Date: **01/01/22** Amend EffDate: **False** BOS Date: **02/08/22**

Retroactive Reason: **Delay due to negotiation between Division and Contractor**

77430 - 1

Contractor: **JIVA HEALTH, INC.**

Subject: **SPECIALTY MEDICAL SERVICES (ENDOCRINOLOGY, DIABETES, ALLERGY,
AND SLEEP)**

Effective Date: **01/01/22** Amend EffDate: **02/01/22** BOS Date: **04/12/22**

Retroactive Reason: **Delay due to negotiation between Division and Contractor**

77462 - 0

Contractor: **VARIS LLC**

Subject: **NEW MEDICAL CLAIMS OVERPAYMENT IDENTIFICATION**

Effective Date: **04/01/22** Amend EffDate: **False** BOS Date: **05/17/22**

Retroactive Reason: **Delay due to County Counsel approval of language**

* Note: Special Report Run on Retroactive contracts with payment limit changes.

Emergency Medical Services (EMS)

23367 - 14

Contractor: **CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT**

Subject: **RENEWING CONTRACT FOR A THREE YEAR TERM AND UPDATED PAYMENT LIMIT.**

Effective Date: **07/01/22** Amend EffDate: **False** BOS Date: **09/20/22**

Retroactive Reason: **Delay due to negotiation between Division and Contractor**

23401 - 3

Contractor: **FIRSTWATCH SOLUTIONS, INC.**

Subject: **COMPLETE ANY REQUIRED DATA CONVERSIONS, DEVELOP AND ASSIST DEVELOPMENT AND TESTING OF INTERFACES, CONDUCT TESTING, PERFORM TRAINING, AND PROVIDE HOSTING SERVICES. CONTRACTOR WILL MAINTAIN A DATA LINK TO PROVIDE COMPUTER AIDED DISPATCH (CAD) DATA TO COUNTY'S EMERGENCY MEDICAL SERVICES EXISTING FIRSTWATCH WEB-BASED, DATA SURVEILLANCE AND INTEGRATION SYSTEMS.**

Effective Date: **01/01/22** Amend EffDate: **False** BOS Date: **04/26/22**

Retroactive Reason: **Delay due to negotiation between Division and Contractor**

* Note: Special Report Run on Retroactive contracts with payment limit changes.

Hazardous Materials

* Note: Special Report Run on Retroactive contracts with payment limit changes.

Health Housing and Homeless Services

25012 - 45	Contractor: THE CENTER FOR COMMON CONCERNS, INC. Subject: CONSULTATION AND TECHNICAL ASSISTANCE REGARDING CONTINUUM OF CARE PLANNING, RESOURCE DEVELOPMENT. Effective Date: 07/01/22 Amend EffDate: False BOS Date: 09/13/22 Retroactive Reason: Delay due to negotiation between Division and Contractor
25042 - 33	Contractor: GREATER RICHMOND INTER-FAITH PROGRAM Subject: FAMILY EMERGENCY SHELTER AND WEST COUNTY CARE/WARMING CENTER Effective Date: 07/01/22 Amend EffDate: False BOS Date: 10/04/22 Retroactive Reason: Delay due to Fed/State late in defining program or rates
25077 - 12	Contractor: CONTRA COSTA INTERFAITH TRANSITIONAL HOUSING, INC. Subject: HOUSING SERVICES - COORDINATED ENTRY Effective Date: 07/01/22 Amend EffDate: False BOS Date: 08/16/22 Retroactive Reason: Delay due to Fed/State late in defining program or rates
25083 - 4	Contractor: CONTRA COSTA INTERFAITH TRANSITIONAL HOUSING, INC Subject: HOMELESS ASSISTANCE AND SUPPORTIVE SERVICES TO CALWORKS FAMILIES UNDER THE CDSS HOUSING SUPPORT PROGRAM (HSP). Effective Date: 07/01/22 Amend EffDate: False BOS Date: 09/13/22 Retroactive Reason: Delay due to Fed/State late in defining program or rates
25085 - 6	Contractor: BAY AREA COMMUNITY SERVICES, INC. Subject: COVID-19 PUI/ACS HOTEL STAFFING BW RICHMOND Effective Date: 10/01/21 Amend EffDate: 01/30/22 BOS Date: 05/17/22 Retroactive Reason: Delay due to negotiation between Division and Contractor
25090 - 1	Contractor: BAY AREA COMMUNITY SERVICES, INC. Subject: DELTA LANDING Effective Date: 07/01/22 Amend EffDate: False BOS Date: 10/04/22 Retroactive Reason: Delay due to Fed/State late in defining program or rates
25094 - 1	Contractor: CONTRA COSTA INTERFAITH TRANSITIONAL HOUSING, INC. Subject: HOUSING SERVICES - PROBATION Effective Date: 07/01/22 Amend EffDate: False BOS Date: 09/13/22 Retroactive Reason: Delay due to Fed/State late in defining program or rates

* Note: Special Report Run on Retroactive contracts with payment limit changes.

Mental Health

24133 - 78	Contractor: LA CHEIM SCHOOL, INC. Subject: MENTAL HEALTH SERVICES IN RESIDENTIAL FACILITY, TBS SERVICES, SCHOOL-BASED SERVICES Effective Date: 07/01/21 Amend EffDate: 01/01/22 BOS Date: 02/01/22 Retroactive Reason: Rate adjustment due decreased volume from COVID-19
24705 - 72	Contractor: WE CARE SERVICES FOR CHILDREN Subject: OUTPATIENT AND WRAP SERVICES FOR HIGH RISK, DEVELOPMENTALLY DELAYED OR EMOTIONALLY DISTURBED CHILDREN, AGES 0-5 Effective Date: 07/01/21 Amend EffDate: 01/01/22 BOS Date: 02/01/22 Retroactive Reason: Rate adjustment due decreased volume from COVID-19
24707 - 66	Contractor: CONTRA COSTA ARC Subject: LYNN CNTR FOR HIGH RISK DELAYED OR EMOTIONALLY DISTURBED CHILDREN. KATIE A ELIGIBLE CLIENTS. Effective Date: 07/01/21 Amend EffDate: 01/01/22 BOS Date: 02/01/22 Retroactive Reason: Rate adjustment due decreased volume from COVID-19
24760 - 30	Contractor: STATE DEPT. OF REHABILITATION Subject: VOCATIONAL REHABILITATION SVCS TO INDIVIDUALS RECEIVING BEHAVIORAL HEALTH AND SUBSTANCE USE DISORDER SERVICES Effective Date: 07/01/22 Amend EffDate: False BOS Date: 09/13/22 Retroactive Reason: Delay due to Contractor needing to register with SOS or submit required forms to Division
24925 - 39	Contractor: LINCOLN Subject: SCHOOL AND COMMUNITY BASED SERVICES FOR CHILDREN AND FAMILIES. INCLUDES INTENSIVE IN-HOME BEHAVIORAL SUPPORT SERVICES AND SCHOOL ENGAGEMENT TRUANCY PROGRAM. Effective Date: 07/01/21 Amend EffDate: 01/01/22 BOS Date: 02/01/22 Retroactive Reason: Rate adjustment due decreased volume from COVID-19
24927 - 33	Contractor: COMMUNITY HEALTH FOR ASIAN AMERICANS Subject: SCHOOL AND COMMUNITY BASED MENTAL HEALTH SERVICES IN WEST AND EAST COUNTY Effective Date: 07/01/21 Amend EffDate: 01/01/22 BOS Date: 02/01/22 Retroactive Reason: Rate adjustment due decreased volume from COVID-19
24933 - 44	Contractor: CRESTWOOD BEHAVIORAL HEALTH, INC. Subject: RESIDENTIAL SUBACUTE SKILLED NURSING, MENTAL HEALTH REHABILITATIVE, AND ADULT RESIDENTIAL CARE FOR THE COUNTY'S MENTALLY ILL AND NEUROBEHAVIORAL CLIENTS. Effective Date: 07/01/21 Amend EffDate: 04/01/22 BOS Date: 06/07/22 Retroactive Reason: Lack of real time knowledge of expenditures

* Note: Special Report Run on Retroactive contracts with payment limit changes.

Attachment H

24933 - 46

Contractor: **CRESTWOOD BEHAVIORAL HEALTH, INC.**Subject: **RESIDENTIAL SUBACUTE SKILLED NURSING AND MENTAL HEALTH REHABILITATIVE CARE FOR THE COUNTY'S MENTALLY ILL AND NEUROBEHAVIORAL CLIENTS.**Effective Date: **07/01/21** Amend EffDate: **06/01/22** BOS Date: **09/13/22**Retroactive Reason: **Lack of real time knowledge of expenditures**

74058 - 35

Contractor: **SENECA FAMILY OF AGENCIES**Subject: **THERAPEUTIC BEHAVIORAL SERVICES (TBS), SCHOOL-BASED SERVICES, WRAP AND OUTPATIENT SERVICE.**Effective Date: **07/01/21** Amend EffDate: **01/01/22** BOS Date: **02/01/22**Retroactive Reason: **Rate adjustment due decreased volume from COVID-19**

74315 - 23

Contractor: **EMBRACE**Subject: **THERAPEUTIC BEHAVIORAL SERVICES AND OUTPATIENT SERVICES FOR SED YOUTH**Effective Date: **07/01/21** Amend EffDate: **01/01/22** BOS Date: **02/01/22**Retroactive Reason: **Rate adjustment due decreased volume from COVID-19**

74317 - 23

Contractor: **ALTERNATIVE FAMILY SERVICES, INC.**Subject: **MULTIDIMENSIONAL TREATMENT FOSTER CARE (MTFC) SERVICES TO SED YOUTH AND THEIR FAMILIES, INCLUDING MENTAL HEALTH SERVICES, ICC, MED SUPPORT AND CRISIS INTERVENTION IN FOSTER HOMES**Effective Date: **07/01/21** Amend EffDate: **01/01/22** BOS Date: **02/01/22**Retroactive Reason: **Rate adjustment due decreased volume from COVID-19**

74321 - 21

Contractor: **BAY AREA COMMUNITY RESOURCES, INC.**Subject: **SCHOOL-BASED SERVICES IN EAST AND WEST COUNTY**Effective Date: **07/01/21** Amend EffDate: **01/01/22** BOS Date: **02/01/22**Retroactive Reason: **Rate adjustment due decreased volume from COVID-19**

74322 - 23

Contractor: **YOUTH HOMES INCORPORATED**Subject: **RESIDENTIAL PROGRAM INCLUDING CASE MANAGEMENT, MEDICATION SUPPORT, CRISIS INTERVENTION, TBS AND OTHER OUTPATIENT MENTAL HEALTH SERVICES.**Effective Date: **01/01/22** Amend EffDate: **01/01/22** BOS Date: **02/01/22**Retroactive Reason: **Rate adjustment due decreased volume from COVID-19**

74399 - 18

Contractor: **CONTRA COSTA INTERFAITH TRANSITIONAL HOUSING, INC.**Subject: **CASE MANAGEMENT, MENTAL HEALTH AND CRISIS STABILIZATION SERVICES TO SED YOUTH IN EAST COUNTY**Effective Date: **07/01/21** Amend EffDate: **01/01/22** BOS Date: **02/01/22**Retroactive Reason: **Rate adjustment due decreased volume from COVID-19**

* Note: Special Report Run on Retroactive contracts with payment limit changes.

Attachment H

74402 - 17

Contractor: **ASPIRANET**Subject: **THERAPEUTIC BEHAVIORAL SERVICES (TBS)**Effective Date: **07/01/21** Amend EffDate: **01/01/22** BOS Date: **02/01/22**Retroactive Reason: **Rate adjustment due decreased volume from COVID-19**

74433 - 14

Contractor: **MICHAEL LEVIN, M.D.**Subject: **PSYCHIATRIC SERVICES FOR MENTALLY ILL ADULTS**Effective Date: **01/01/22** Amend EffDate: **06/01/22** BOS Date: **07/12/22**Retroactive Reason: **Lack of real time knowledge of expenditures**

74448 - 12

Contractor: **LAU, EDWARD, M.D.**Subject: **ASSESSMENT, TREATMENT AND MEDICATION
MANAGEMENT FOR CHILDREN AND
ADOLESCENTS IN EAST COUNTY.**Effective Date: **09/01/21** Amend EffDate: **06/01/22** BOS Date: **07/12/22**Retroactive Reason: **Delay due to negotiation between Division and Contractor**

74452 - 13

Contractor: **LA CLINICA DE LA RAZA, INC.**Subject: **OUTPATIENT EPSDT SERVICES WITH FOCUS ON MINORITY POPULATION IN
EAST COUNTY**Effective Date: **07/01/21** Amend EffDate: **01/01/22** BOS Date: **02/01/22**Retroactive Reason: **Rate adjustment due decreased volume from COVID-19**

74495 - 11

Contractor: **BERKELEY YOUTH ALTERNATIVES**Subject: **SCHOOL-BASED SERVICES TO CONTRA COSTA SERIOUSLY EMOTIONALLY
DISTURBED CHILDREN**Effective Date: **07/01/21** Amend EffDate: **01/01/22** BOS Date: **02/01/22**Retroactive Reason: **Rate adjustment due decreased volume from COVID-19**

74517 - 11

Contractor: **CHILD THERAPY INSTITUTE OF MARIN**Subject: **PROVIDE MENTAL HEALTH SERVICES TO SERIOUSLY EMOTIONALLY
DISTURBED CHILDREN AND ADOLESCENTS IN EAST AND WEST COUNTIES.**Effective Date: **07/01/21** Amend EffDate: **01/01/22** BOS Date: **02/01/22**Retroactive Reason: **Rate adjustment due decreased volume from COVID-19**

74525 - 10

Contractor: **CENTER FOR PSYCHOTHERAPY**Subject: **PROVIDE MENTAL HEALTH SERVICES TO SERIOUSLY EMOTIONALLY
DISTURBED CHILDREN AND ADOLESCENTS IN EAST COUNTY.**Effective Date: **07/01/21** Amend EffDate: **01/01/22** BOS Date: **02/01/22**Retroactive Reason: **Rate adjustment due decreased volume from COVID-19**

* Note: Special Report Run on Retroactive contracts with payment limit changes.

Attachment H

74526 - 13	Contractor: EMBRACE Subject: PROVIDER WILL PROVIDE FUNCTIONAL FAMILY THERAPY AND MULTI SYSTEMIC THERAPY FOR YOUTH INVOLVED WITH THE JUVENILE JUSTICE SYSTEM. Effective Date: 07/01/21 Amend EffDate: 01/01/22 BOS Date: 02/01/22 Retroactive Reason: Rate adjustment due decreased volume from COVID-19
74537 - 5	Contractor: CONTRA COSTA FAMILY JUSTICE ALLIANCE Subject: MOU BETWEEN CONTRA COSTA BEHAVIORAL HEALTH OLDER ADULT SENIOR PEER COUNSELING PROGRAM AND FAMILY JUSTICE CENTER. Effective Date: 01/01/22 Amend EffDate: False BOS Date: 04/12/22 Retroactive Reason: Delay due to Contractor needing to register with SOS or submit required forms to Division
74543 - 9	Contractor: YWCA OF CONTRA COSTA / SACRAMENTO Subject: PROVIDE MENTAL HEALTH SERVICES TO SERIOUSLY EMOTIONALLY DISTURBED CHILDREN AND ADOLESCENTS EXPERIENCING POST TRAUMATIC SYNDROME DISORDER Effective Date: 07/01/21 Amend EffDate: 01/01/22 BOS Date: 02/01/22 Retroactive Reason: Rate adjustment due decreased volume from COVID-19
74571 - 5	Contractor: PSYNERGY PROGRAMS, INC. Subject: CONTRACT FOR RESIDENTIAL STEP-DOWN FROM IMDS. Effective Date: 01/01/22 Amend EffDate: False BOS Date: 02/08/22 Retroactive Reason: Delay due to negotiation between Division and Contractor
74592 - 4	Contractor: JENNIFER LEE MILES Subject: MENTAL HEALTH SPECIALTY: PSYCHIATRY TO MINORS Effective Date: 04/01/22 Amend EffDate: False BOS Date: 05/24/22 Retroactive Reason: Delay due to Personnel approval (Union M&C or Fingerprinting)
74622 - 3	Contractor: PARADISE ADOLESCENT HOMES, INC Subject: STRTP RESIDENTIAL HOME FOR SEC ADOLESCENT GIRLS Effective Date: 01/01/21 Amend EffDate: 01/01/22 BOS Date: 02/01/22 Retroactive Reason: Rate adjustment due decreased volume from COVID-19
74627 - 1	Contractor: EVER WELL HEALTH SYSTEMS, LLC Subject: CONTRACTOR WILL PROVIDE BUNDLED ADULT RESIDENTIAL TREATMENT SERVICES FOR CCBHS REFERRED CLIENTS AT IT'S FACILITES. Effective Date: 01/01/22 Amend EffDate: False BOS Date: 02/22/22 Retroactive Reason: Delay due to waiting on information from Division

* Note: Special Report Run on Retroactive contracts with payment limit changes.

Attachment H

74655 - 0

Contractor: **UNITED BEHAVIORAL HEALTH**

Subject: **MULTI-COUNTY CONSORTIUM FOR AFTER-HOURS BEHAVIORAL HEALTH INFORMATION AND REFERRAL LINE PHONE COVERAGE, MANAGED BY CONTRA COSTA BEHAVIORAL HEALTH**

Effective Date: **07/01/22**

Amend EffDate: **False**

BOS Date: **10/04/22**

Retroactive Reason: **Delay due to negotiation between Division and Contractor**

247948 32

Contractor: **JOHN MUIR BEHAVIORAL HEALTH**

Subject: **INPATIENT PSYCHIATRIC SERVICES PROVIDED TO CONTRA COSTA RESIDENTS WHO ARE ADMITTED TO THIS FACILITY. THE COUNTY IS REQUIRED BY FEDERAL LAW TO REIMBURSE THE HOSPITAL FOR ANY AUTHORIZED CHARGES.**

Effective Date: **07/01/21**

Amend EffDate: **01/01/22**

BOS Date: **06/07/22**

Retroactive Reason: **Lack of real time knowledge of expenditures**

Office of the Director/Finance

23324 - 20	Contractor: TOYON ASSOCIATES, INC. Subject: C & T ASSISTANCE TO THE DEPARTMENT WITH REGARD TO HEALTHCARE FINANCIAL ISSUES Effective Date: 01/01/22 Amend EffDate: False BOS Date: 03/29/22 Retroactive Reason: HSD staff administrative oversight/staffing vacancies
23467 - 13	Contractor: SPIN RECRUITMENT INC. Subject: ADVERTISING AND RECRUTIMENT SERVICES FOR HEALTH SERVICES DEPT. Effective Date: 04/01/21 Amend EffDate: 02/01/22 BOS Date: 07/12/22 Retroactive Reason: Lack of real time knowledge of expenditures
23638 - 2	Contractor: CACTUS HEALTHCARE RESOURCES LLC Subject: CONSULTING FOR CCHS INFORMATION TECHNOLOGY DIVISION Effective Date: 01/01/22 Amend EffDate: False BOS Date: 02/08/22 Retroactive Reason: Delay due to waiting on information from Division
23640 - 3	Contractor: MILLIMAN, INC. Subject: ACTUARIAL CONSULTING SERVICES AND LEASE OF INCURRED BUT NOT PAID (IBNP) MODEL Effective Date: 06/16/22 Amend EffDate: False BOS Date: 07/26/22 Retroactive Reason: Delay due to negotiation between Division and Contractor
23662 - 1	Contractor: LIFELONG MEDICAL CARE Subject: IMMEDIATE/URGENT CARE SERVICES IN WEST CONTRA COSTA COUNTY Effective Date: 01/01/22 Amend EffDate: False BOS Date: 03/01/22 Retroactive Reason: Delay due to negotiation between Division and Contractor
23697 - 4	Contractor: PUBLIC HEALTH FOUNDATION ENTERPRISES, INC. Subject: ESTABLISHES A COVID-19 ADULT AMBASSADOR PROGRAM IN FUNDED BY EHSD WORKFORCE DEVELOPMENT THAT WILL PROMOTE TESTING AND SAFETY PRACTICES IN TARGETED AREAS IN THE COUNTY TO MEET STATE REQUIREMENTS. Effective Date: 12/01/20 Amend EffDate: 01/31/22 BOS Date: 02/01/22 Retroactive Reason: Delay due to negotiation between Division and Contractor
23717 - 2	Contractor: BIOMETRICS4ALL, INC. Subject: SERVICE WILL PROVIDE ACCESS TO DIGITAL PRINTING (LIVE SCAN) FINGERPRINTING IN VARIOUS LOCATIONS THROUGHOUT THE COUNTY Effective Date: 06/01/21 Amend EffDate: 05/01/22 BOS Date: 09/13/22 Retroactive Reason: Lack of real time knowledge of expenditures

* Note: Special Report Run on Retroactive contracts with payment limit changes.

Attachment H

23719 - 1

Contractor: **MICROSOFT CORPORATION**

Subject: **THIS AMENDMENT FOR UPGRADES IS FOR SECURITY PROJECTS
REQUIRED FOR HEALTH SERVICES.**

Effective Date: **06/01/21**

Amend EffDate: **07/01/22**

BOS Date: **08/02/22**

Retroactive Reason:

25087 - 2

Contractor: **CONCORD LODGING LP**

Subject: **HOUSING FOR UNSHELTERED RESIDENTS IN RESPONSE TO THE COVID-19
PANDEMIC.**

Effective Date: **04/06/20**

Amend EffDate: **01/10/22**

BOS Date: **02/22/22**

Retroactive Reason: **COVID-19 urgent/unexpected**

28944 - 6

Contractor: **CITY OF ANTIOCH**

Subject: ****THIS IS A COVID-19 REQUEST** THIS NON FISCAL AGREEMENT BETWEEN
CCHS AND THE CITY OF ANTIOCH THAT ALLOWS THE COUNTY TO
OPERATE A COVID-19 TESTING SITE AND PROVIDE COVID-19
VACCINATIONS AT THE NICK RODRIGUEZ COMMUNITY CENTER.**

Effective Date: **01/05/21**

Amend EffDate: **08/31/22**

BOS Date: **10/04/22**

Retroactive Reason: **COVID-19 urgent/unexpected**

28949 - 6

Contractor: **CITY OF ANTIOCH**

Subject: ****THIS IS A COVID-19 REQUEST** THIS NON FISCAL AGREEMENT BETWEEN
CCHS AND THE CITY OF ANTIOCH ALLOWS THE COUNTY AND CDPH
CONTRACTORS TO OPERATE A COVID-19 TESTING AND VACCINATION SITE
AT THE ANTIOCH COMMUNITY CENTER.**

Effective Date: **02/04/21**

Amend EffDate: **08/31/22**

BOS Date: **10/04/22**

Retroactive Reason: **COVID-19 urgent/unexpected**

Attachment H

Public Health

22780 - 21

Contractor: **JOHN MUIR HEALTH INC**

Subject: **MOBILE MEDICAL VAN FOR WEST/CENTRAL/EAST COUNTY.**

Effective Date: **01/01/22** Amend EffDate: **False** BOS Date: **03/08/22**

Retroactive Reason: **Delay due to Contractor needing to register with SOS or submit required forms to Division**

72039 - 15

Contractor: **WEST CONTRA COSTA COUNTY MEALS ON WHEELS**

Subject: **COORDINATE MEALS ON WHEELS SERVICE IN WEST CONTRA COSTA COUNTY DELIVERING APPROXIMATELY 30 ROUTES TO NUTRITIONALLY AT-RISK HOMEBOUND ELDERS AND TO PERSONS WITH AIDS HIV AS REFERED.**

Effective Date: **07/01/21** Amend EffDate: **06/30/22** BOS Date: **08/16/22**

Retroactive Reason: **Delay due to negotiation between Division and Contractor**

72131 - 2

Contractor: **FULL COURT PRESS COMMUNICATIONS INCORPORATED**

Subject: **COMMUNICATION STRATEGY DEVELOPMENT AND SUPPORT FROM FULL COURT PRESS**

Effective Date: **01/01/22** Amend EffDate: **01/01/22** BOS Date: **02/22/22**

Retroactive Reason: **Delay due to negotiation between Division and Contractor**

Retroactive Contracts = 106

SHELTER, Inc Sober Living Houses Contract Update

Suzanne Tavano, PhD
October 3, 2022

HSD Contracts with SHELTER, Inc

Contract #	End Date	Amount	Services
25-038-14	6/30/2022	\$75,000.00	Mt. View Family Shelter <i>(contract renewal in process)</i>
25-046-23	11/30/2022	\$1,073,302.00	Master-lease for permanent supportive housing for homeless
25-078-3	6/30/2023	\$7,157,615.00	Master-lease housing for MHSA eligible persons
74-639-2	6/30/2023	\$335,152.00	Specialty housing for adults participating in substance use
TOTAL		\$8,641,069.00	

Status Update Contract #74-639

- SI subcontracts with 13 SLE providers
- ALL invoices paid through 9/7/22
- No loss in bed inventory

Payment Processing Procedures



Contractor Performance

January 1, 2022-June 30, 2022

- 120 individuals served
- 5683 bed nights provided

Contract Monitoring and Supports

Annual

- Fiscal review
- Performance monitoring (on-site)

Quarterly

- System of Care provider meetings

Monthly

- Data entry compliance review
- Monthly meetings with SLE/RR operators*

As needed

- Training for contractor and subcontractors
- Drop-in visits to Recovery Residences/SLE's*

Health Services Department (HSD) Contracting Process

Patrick Godley and Tasha Scott
October 3, 2022

Contracting General Overview

HSD has a centralized contracting process for all Divisions in the Department

- The Contracts and Grants (C&G) unit functions as that central contracting point of contact.
- The C&G unit processes approximately 1,200 contracts annually with a total value of \$672 million and handles all communication with County Counsel, Clerk of the Board and CAO.

Monitoring Policy

HSD also has comprehensive programs for both financial and performance monitoring imbedded in each HSD Division.

- The monitoring requirements for each Division are uniform:
 - Develop measurable outcome-oriented objectives.
 - Implement a methodology for monitoring and evaluating the contractor's performance.
 - Authorize and monitor the payments due the contractor.

The Policy Parameters HSD Operates Within are Contained in:

- Administrative Bulletin 605.4 that provides for contracting for Special or Professional Services.
 - Almost all of the Departments contracting falls under this provision.
 - Examples of these type of contracts range from Specialist MD's, to area Hospitals; CBO's; CCHP provider network; Mental Health provider network.

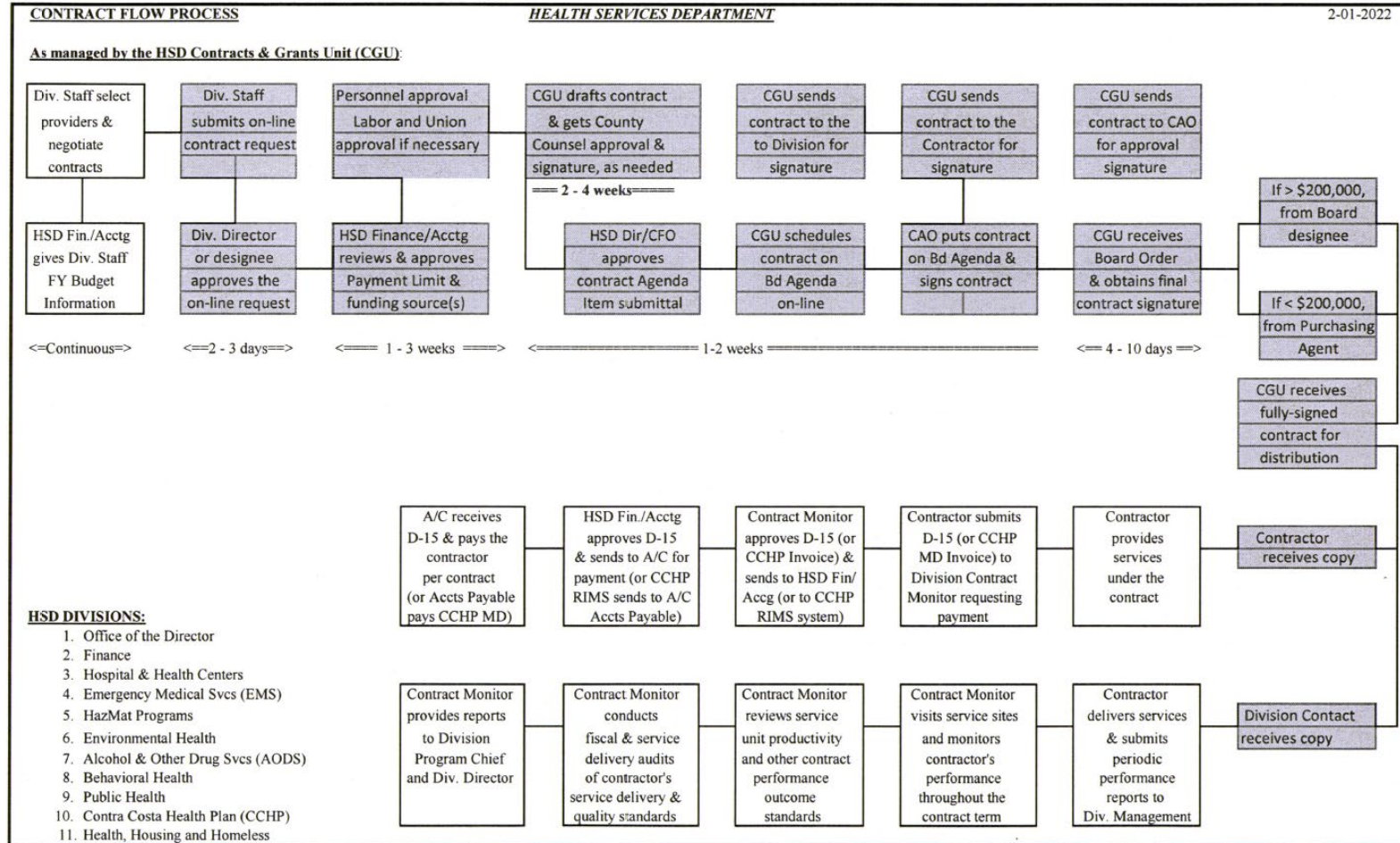
The Policy Parameters HSD Operates Within are Contained in:

- **Administrative Bulletin 613.0** describes the process to follow in the event of a “new dedicated funding stream” for the expansion of existing services or the addition of new services exclusively related to Community Based Organizations.

The Policy Parameters HSD Operates Within are Contained in:

- **Purchasing Polices** issued by the Public Works Department for the purchase of commodities, goods, materials, supplies, furnishings etc. These policies do not apply to Professional Services.

Contract Flow:



Challenges: Retroactive Contracts

Retroactive Contracts for Board of Supervisors

Reporting Dates: January 1, 2022 through August 31, 2022

Retroactive Reason

COVID-19 urgent/unexpected	6
Delay due to Contractor needing to register with SOS or submit required forms to Division	4
Delay due to County Counsel approval of language	2
Delay due to Fed/State late in defining program or rates	10
Delay due to needing BOS action regarding program direction or funding	4
Delay due to negotiation between Division and Contractor	23
Delay due to Personnel approval (Union M&C or Fingerprinting)	4
Delay due to waiting on information from Division	2
HSD staff administrative oversight/staffing vacancies	8
Lack of real time knowledge of expenditures	8
Rate adjustment due decreased volume from COVID-19	35

Total: 106

THANK YOU



CONTRA COSTA
HEALTH SERVICES