



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

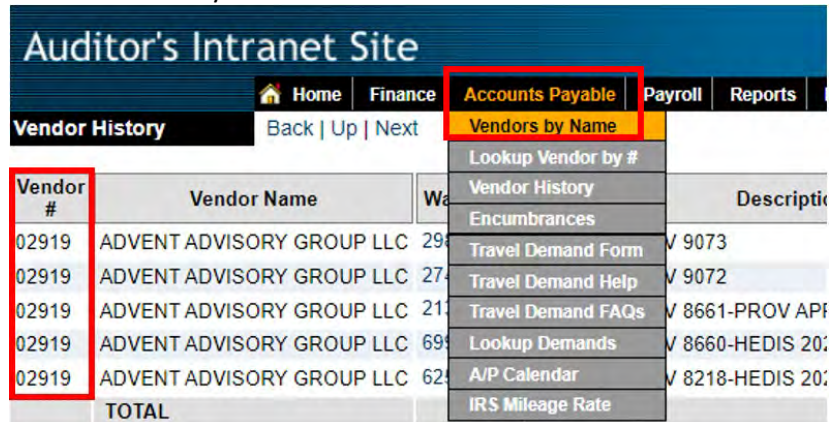
Woman owned business: Yes State certified business: No Certification expires:
 Minority owned business: No Local business: No
 Disabled veterans business: No Sole-source provider: No
 Disadvantaged business: No Other business: No
 Small business: Yes Exempt business (nonprofit, contractor subject to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

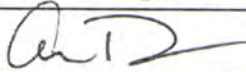
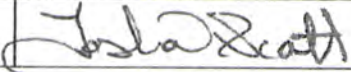
The Contracts and Grants Unit uploads executed documents to the C&G application on iSite.

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 menu is open, listing various site sections: Clinical Resources, Sites, Documents, Forms, Policies, Reports, People, News, Teams, and IT Service Desk. The 'Contracts & Grants' option is highlighted with a black box and a white arrow pointing to it. A text box above the arrow contains the instruction 'Select Contracts & Grants site from list'. Other visible elements include a search bar with 'Search documents' and 'SEARCH' buttons, a 'WELCOME, SOUHILA SARIRETE' message, and a 'Recommended' sidebar with links to various documents and reports. The main content area features a 'News Around' section with a headline 'Childhood Obesity Program is Model for Others' and a 'CCHS: By The Numbers' section with the text 'Food facility inspects (30 days)... 743'.



“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)

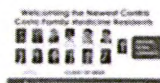
Division Contact Info

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 window shows the URL "http://isite3/ SitePages/HomePage.aspx". The navigation menu includes "Clinical Resources", "Sites", "Documents", "Forms", "Policies", "Reports", "People", and "News". A "My Applications" dropdown menu is open, listing various services 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. Below the navigation menu, there are sections for "News Around CCHS" and "CCHS: By The Numbers".

Select C&G from My Applications list

News Around CCHS
PUBLIC HEALTH | MAR 05, 2013
Childhood Obesity Program is Model for Others
▶ READ MORE

CCHS: By The Numbers
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

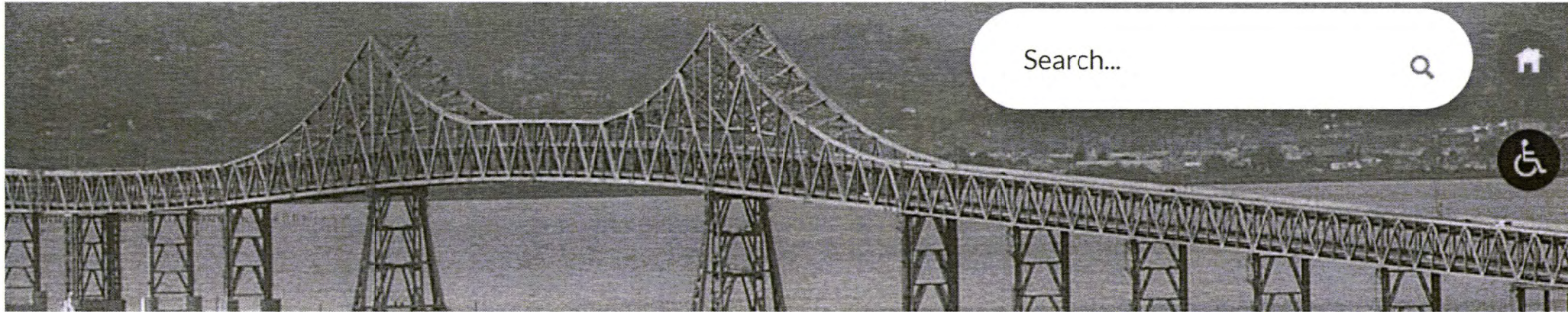
Contractor Name	Woman Owned	Minority Owned	Local Business	Disadvantaged	Disabled Veteran	Small Business	Other	Remove
<>								

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		

A PROFESSIONAL CORPORATION
 EDUCATIONAL INSTITUTION
 FOR-PROFIT CORPORATION
 GENERAL PARTNERSHIP
 GOVERNMENT AGENCY
 LIMITED LIABILITY COMPANY
 LIMITED LIABILITY PARTNERSHIP
 NON-PROFIT CORPORATION
 SELF EMPLOYED INDIVIDUAL
 SELF EMPLOYED INDIVIDUAL SUBJECT TO WITHHOLDING
 SOLE PROPRIETOR
 UNINCORPORATED ASSOCIATION

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="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 MaintenanceContract # (Do not enter dash number)Contractor Name Search All DepartmentsRequest # 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 are navigation tabs: "Initiate Request", "Track Request", "Process Request", "Personnel", "Process Contract", "Contract INS", and "Admin". Below these are search filters for "Division" (set to "Office of the Director"), "Contract #", "Contractor Name", "Request #", "Doing Bus. As", and "Initiator". There are also checkboxes for "Load Scanned Items", "Perform Maintenance", "Search All Departments", and "Search for a Denied Request".

The main content area displays a list of contracts, categorized by their expiration dates. The categories are:

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

At the bottom of the list, there are more contracts under the "Contracts terminating in the next 30 days" category:

- Contract ID: 26755-13 -- Contractor: BROWN-MILLER COMMUNICATIONS, INC. Termination Date: 8/31/2022
- Contract ID: 23664-2 -- Contractor: JWT & ASSOCIATES, LLP Termination Date: 8/31/2022
- Contract ID: 23725-0 -- Contractor: THE JUSTICE COLLECTIVE LLC Termination Date: 8/31/2022
- Contract ID: 26755-14 -- Contractor: BROWN-MILLER COMMUNICATIONS, INC. Termination Date: 8/31/2022

A note at the bottom states: "* Only Contracts or Request in process are displayed".



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 Sitton.			
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

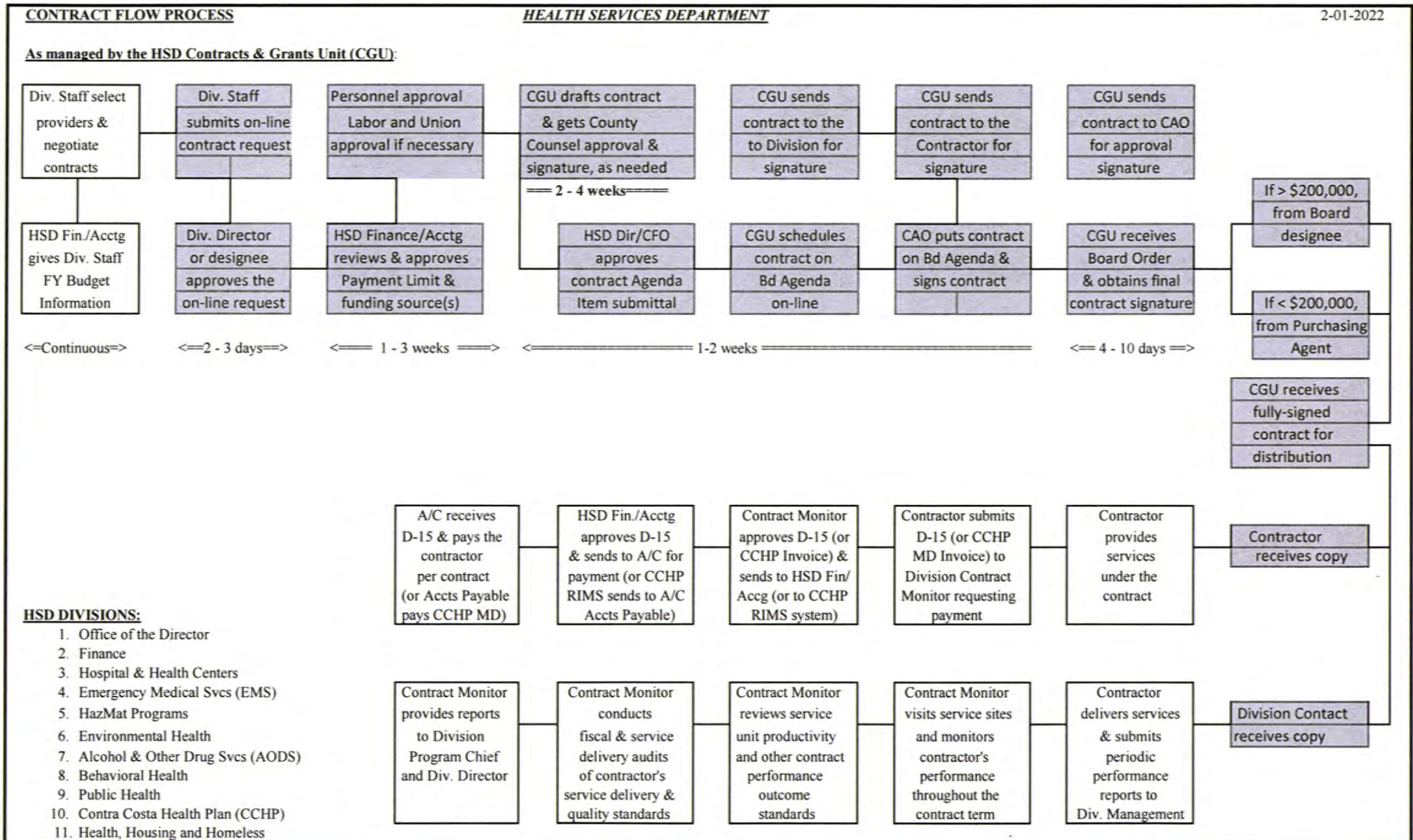
The Contracts and Grants Unit uploads executed documents to the C&G application on iSite.

- 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			
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			
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			
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			
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**

Attachment H

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 CCRM 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**

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**

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
