

Memorandum Date: December 9, 2003
Order Date: December 17, 2003

W. 7. c. 1.

TO: Board of County Commissioners

DEPARTMENT: Children and Families

PRESENTED BY: Alicia Hays, Department Director

AGENDA ITEM TITLE: MOVE APPROVAL OF THE ORDER AND RESOLUTION IN THE MATTER OF AWARDING EIGHTEEN MONTH CONTRACTS FOR HEALTHY START SERVICES TO THE FOLLOWING SIX AGENCIES: RELIEF NURSERY, BIRTH TO THREE, CENTRO LATINO AMERICANO, PARENT PARTNERSHIP, PEARL BUCK, AND THE UNIVERSITY OF OREGON-EC CARES, AND DELEGATING AUTHORITY TO THE COUNTY ADMINISTRATIVE OFFICER TO EXECUTE THE CONTRACTS

I. PROPOSED MOTION

MOVE APPROVAL OF THE ORDER AND RESOLUTION IN THE MATTER OF AWARDING EIGHTEEN-MONTH CONTRACTS FOR HEALTHY START SERVICES TO THE FOLLOWING SIX AGENCIES: RELIEF NURSERY IN THE AMOUNT OF \$376,200, BIRTH TO THREE IN THE AMOUNT OF \$231,000, CENTRO LATINO AMERICANO IN THE AMOUNT OF \$125,400, PARENT PARTNERSHIP IN THE AMOUNT OF \$105,600, PEARL BUCK IN THE AMOUNT OF \$46,200, AND THE UNIVERSITY OF OREGON-EC CARES IN THE AMOUNT OF \$60,000, AND DELEGATING AUTHORITY TO THE COUNTY ADMINISTRATIVE OFFICER TO EXECUTE THE CONTRACT.

II. ISSUE OR PROBLEM

Contracts exceeding \$50,000 require the Board of County Commissioners to delegate authority to the County Administrator to execute said contracts.

III. DISCUSSION

A. Background/Analysis

Lane County Healthy Start (LCHS) seeks to promote healthy, thriving children, and strong, nurturing families by offering short and long term voluntary home visiting and community support for first time parents and their newborns.

Through a comprehensive assessment process, families are screened for characteristics that potentially place them at risk for poor child and family outcomes.

- Families with few, if any, risk characteristics are offered information about child development and community resources.
- Families with higher levels of stress and risk are offered longer-term home visiting and support services that include developmental screening for children, parent education, and linkages to community resources such as health care, food, and housing.

Under Oregon House Bill (HB) 2008 passed in 1993 and re-confirmed under Senate Bill (SB) 555 in 1999, Oregon Healthy Start was established as a primary prevention program dedicated to creating wellness for Oregon children and their families. Under this legislation, Healthy Start's goals are to:

- Improve the support system to nurture families and their children
- Provide information and short-term support services for all first time families
- Systematically identify higher risk families and offer long-term support services
- Enhance family functioning in higher-risk families by building trusting relationships, teaching problem solving skills, and improving the family's support system
- Encourage positive parent-child interaction in higher risk families
- Promote healthy growth and development for children in higher risk families

The Oregon Commission on Children and Families (OCCF) is committed to the Healthy Start program and by legislation, OCCF allocates State Healthy Start categorical funding to the local Commissions on Children and Families in all 36 counties.

Due to uncertainty surrounding state funding at the beginning of the 2003-2005 biennium, the decision was made to extend existing Healthy Start contracts for a period of 6 months and to go to a full RFP process in the fall. Those contracts will end December 31, 2003. On October 26, 2003, the Lane County Department of Children and Families published a notice of Requests for Proposals (RFP) for Healthy Start Home Visiting Services throughout Lane County for the 2003-2005 biennium (Attachment A.) Proposals were received and opened on November 18, 2003 and recorded on the BID/RFP Cover Sheet (Attachment B). The RFP Review Committee assessed and scored the proposals, and met on December 1, 2003 to develop recommendations for service contracts.

B. Alternatives/Options

1. Adopt the Order to award eighteen-month contracts to RELIEF NURSERY, BIRTH TO THREE, CENTRO LATINO AMERICANO, PARENT PARTNERSHIP, PEARL BUCK, AND THE UNIVERSITY OF OREGON- EC CARES PROGRAM, and delegate authority to the County Administrative Officer to execute the contracts.

2. Return the recommendation to the Department for further refinement and consideration

3. Reject the Order

C. Recommendation

Option 1: Adopt the Order to award eighteen-month contracts to RELIEF NURSERY, BIRTH TO THREE, CENTRO LATINO AMERICANO, PARENT PARTNERSHIP, PEARL BUCK, AND THE UNIVERSITY OF OREGON- EC

CARES PROGRAM, and delegate authority to the County Administrative Officer to execute the contracts.

IV. IMPLEMENTATION/TIMING

Following Board approval, the contracts will be negotiated, signed by RELIEF NURSERY, BIRTH TO THREE, CENTRO LATINO AMERICANO, PARENT PARTNERSHIP, PEARL BUCK, AND THE UNIVERSITY OF OREGON- EC CARES PROGRAM and executed by the County Administrator.

IV. ATTACHMENTS

- A: Request for Proposal legal notice
- B: BID/RFP Cover Sheet

THE BOARD OF COUNTY COMMISSIONERS, LANE COUNTY, OREGON

ORDER) IN THE MATTER OF AWARDING EIGHTEEN MONTH
) CONTRACTS TO THE FOLLOWING SIX AGENCIES:
) RELIEF NURSERY IN THE AMOUNT OF \$376,200, BIRTH
) TO THREE IN THE AMOUNT OF \$231,000, CENTRO
) LATINO AMERICANO IN THE AMOUNT OF \$125,400,
) PARENT PARTNERSHIP IN THE AMOUNT OF \$105,600,
) PEARL BUCK IN THE AMOUNT OF \$46,200, AND THE
) UNIVERSITY OF OREGON-EC CARES IN THE AMOUNT
) OF \$60,000, AND DELEGATING AUTHORITY TO THE
) COUNTY ADMINISTRATIVE OFFICER TO EXECUTE
) THE CONTRACTS

WHEREAS, a competitive process was conducted to identify service providers per Lane Manual 21.118, and

WHEREAS, RELIEF NURSERY, BIRTH TO THREE, CENTRO LATINO AMERICANO, PARENT PARTNERSHIP, PEARL BUCK, AND THE UNIVERSITY OF OREGON- EC CARES PROGRAM successfully applied and qualified for the award of contract, and

WHEREAS, after careful consideration of the RFP Review Committee recommended a contract with RELIEF NURSERY, BIRTH TO THREE, CENTRO LATINO AMERICANO, PARENT PARTNERSHIP, PEARL BUCK, AND THE UNIVERSITY OF OREGON- EC CARES PROGRAM for the period of time beginning January 1, 2004 through June 30, 2005, and

WHEREAS, sufficient funds are available to purchase these services, and

WHEREAS, the Board of County Commissioners shall award contracts per Lane Manual 21.120, and

NOW THEREFORE IT IS HEREBY ORDERED that six contracts in the total amount of \$944,400 be awarded to RELIEF NURSERY, BIRTH TO THREE, CENTRO LATINO AMERICANO, PARENT PARTNERSHIP, PEARL BUCK, AND THE UNIVERSITY OF OREGON- EC CARES PROGRAM as previously stated, and that the County Administrator is delegated authority to execute said contracts.

APPROVED this _____ day of _____, 2003.

APPROVED AS TO FORM

Date 12/10/03 Lane county
Jerry Miller
OFFICE OF LEGAL COUNSEL

Peter Sorenson, Chair
BOARD OF LANE COUNTY COMMISSIONERS

IN THE MATTER OF MOVE APPROVAL OF THE ORDER AND RESOLUTION IN THE MATTER OF AWARDING EIGHTEEN MONTH CONTRACTS TO THE FOLLOWING SIX AGENCIES: RELIEF NURSERY IN THE AMOUNT OF \$376,200, BIRTH TO THREE IN THE AMOUNT OF \$231,000, CENTRO LATINO AMERICANO IN THE AMOUNT OF \$125,400, PARENT PARTNERSHIP IN THE AMOUNT OF \$105,600, PEARL BUCK IN THE AMOUNT OF \$46,200, AND THE UNIVERSITY OF OREGON-EC CARES IN THE AMOUNT OF \$60,000, AND DELEGATING AUTHORITY TO THE COUNTY ADMINISTRATIVE OFFICER TO EXECUTE THE CONTRACTS

ATTACHMENT A:
REQUEST FOR PROPOSAL LEGAL NOTICE

NOTICE

The Lane County Department of Children and Families is seeking respondents to a Request for Proposals from experienced community organizations to work in partnership with Lane County to provide Healthy Start Services for first time parents throughout Lane County. The contract period will run from January 1, 2004 through June 30, 2005. Requests for Proposal packets will be available at 12 noon on October 27, 2003, at Department of Children and Families, Lane County Public Service Building, 125 E. 8th Ave., Eugene, OR 97401. Proposals are due no later than 12 noon on November 18, 2003; they will be publicly opened at 12:30 p.m. For further information contact Nancy Bischofs-Reeves, 541- 682-3358. Lane County is an equal opportunity employer. Appropriate accommodations can be made upon notice for individuals with disabilities that wish to respond.

ATTACHMENT B:
BID/RFP COVER SHEET

BID/RFP COVER SHEET

1. Project Title Healthy Start

Department: DCF Division: _____

2. Package Prepared: Nancy Bush/Rew 3358 110-20-03
(signature) (phone) (date)

- _____ a. Instructions
- _____ b. Specifications
- _____ c. Bid Form
- _____ d. Bid Security Provision
- _____ e. Contract Form
- _____ f. General & Spec. Conditions
- _____ g. Performance Bond Provision
- _____ h. Other

3. Advertisement Prepared: Nancy Bush/Rew 3358 110-1103
(signature) (phone) (date)

<u>Name of Paper</u>	<u>Date(s) of Notice</u>
a. <u>Dead Mt. Echo</u>	<u>Oct 23, 30</u>
b. <u>Springfield News</u>	<u>Oct-29</u>
<u>Cottage Grove Sentinel</u>	<u>Oct-29</u>
<u>R-O Slavlaw News</u>	<u>Oct-26 + Nov 1</u>

4. Legal Approval: J. R. ... 3725 10/24/03
(signature) (phone) (date)

5. Risk Manager Approval: James ... 4392 10/24/03
(signature) (phone) (date)

6. Bids/Proposals Opened by: Nancy Bush/Rew 3358 110-1118/03
(signature) (phone) (date)

Initial

- _____ a. Recap/Matrix Compilation Sheet Prepared and Attached
- _____ b. All Bid Securities Sufficient
- _____ c. All Bid Forms Complete

Remarks on Any Deviations: _____

7. Department Budget Review (Budgeted funds are available to fund this project.)

Budget Code _____ \$ _____
FO. ORG. ACCT. PGM.

Review: _____
(signature) (phone) (date)

8. Recommendation: _____
(signature) (phone) (date)

