



To: Board of Supervisors  
From: Birgitta E. Corsello, County Administrator  
Date: June 2, 2016  
Subject: Significant Issues Update

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### **1) County Administrator's Update on Contracts**

The County Administrator signed the following contracts of significance since the last Significant Issues update:

- Department of Health and Social Services, Public Health Division, a contract with Bosma Consulting, LLC, to provide evaluation services for a County-wide ATOD environmental policy and coalition efforts, \$25,000, from July 1, 2016 to June 30, 2017.
- Department of Health and Social Services, Public Health Division, a contract with the Solano Coalition for Better Health, to coordinate a series of meetings with clinics and hospitals for purpose of training, information sharing, strategic planning, problem solving and work plan development, \$25,000, from July 1, 2016 to June 30, 2017.
- County Administrators Office – First 5 Solano, a contract with Dixon Unified School District, to provide Pre-Kindergarten Academy Services, \$32,018, from May 24, 2016 to December 30, 2017.
- Department of Health and Social Services, Administration, a contract with HFS Consultants, to provide consultation for MediCal and Medicare cost reports and MediCal PPS reconciliation, \$37,740, from July 1, 2016 to June 30, 2017.
- County Administrators Office – First 5 Solano, a contract with Vacaville Unified School District, to provide Pre-Kindergarten Academy Services, \$40,000, from May 24, 2016 to December 30, 2017.
- County Administrators Office – First 5 Solano, a contract with Benicia Unified School District, to provide Pre-Kindergarten Academy Services, \$40,000, from May 24, 2016 to December 30, 2017.
- Department of Health and Social Services, Employment and Eligibility Division, a contract with Sefton Boyars, CPA, to review Health and Social Services contractor cost allocation plans and indirect cost rates and provide training to staff, \$40,000, from July 1, 2016 to June 30, 2017.
- Department of Health and Social Services, Public Health Division, a contract with the City of Fairfield, to assess and develop standards that contribute to County goals for tobacco-free environments and increased access to healthy foods and beverages, \$42,238, from February 1, 2016 to September 29, 2016.
- Department of Human Resources, a contract with JobAps, Inc., for annual license fees, maintenance and technology support of employment application software, \$44,230, from April 1, 2016 to March 31, 2017.

- Department of Health and Social Services, Mental Health Division, a contract with First Choice Psychiatric Recruitment, to find appropriate professional staff as needed for hard to recruit positions, \$48,000, from July 1, 2016 to June 30, 2018.

## **2) First 5 Solano Grant Seeking Efforts**

Funding for state and local First 5 Solano early childhood programs has decreased steadily over time as people reduce their use of tobacco products. In response, the First 5 Solano Commission, as part of the 2016 Strategic Plan update, has made it a priority to seek additional grant funding to support impacted programs in Solano County completed in 2016.

In the last 18 months, 16 grants totaling \$4.2 million were pursued by First 5 Solano and its grantee partners. Of those grant pursued, 8 grants, totaling more than \$2.1 million, was awarded in the following areas:

- \$600,000 was awarded to health and mental health related programs, including support for victims of crime and health insurance access.
- Over \$1.5 million was awarded for promoting high quality early care and education programs.

First 5 Solano continues to make seeking new funding sources a priority in its 2016 Strategic Plan Update through its Priority Area of Systems Change. First 5 Solano looks forward to reporting on its efforts in increasing funding for the early childhood system in the future.

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## **3) An Update on the Decommissioning of Fouts Springs Youth Facility**

The Fouts Springs Youth Facility (Fouts) is located on 74 acres of federally-owned land in Colusa County. The facility was operated by the County Probation Department through a Special Use Permit established in 1959 between the County and the United States Department of Agriculture – Forest Service (USFS). The Special Use Permit was renewed in 2000 for a 20-year term and amended in 2008 to include an additional 10 years. In August 2011, the Board of Supervisors authorized the closure of the Fouts facility due to unanticipated program changes and the loss of state funded programs.

Since that time, the County has been working on the Fouts decommissioning studies and site restoration plan pursuant to USFS requirements set forth in the Special Use Permit. The Special Use Permit requires the County to remove 36 buildings totaling approximately 62,000 square feet and return the site to its natural state. The decommissioning project involves four phases of work. The first three phases have been completed as summarized below.

### Phase 1: Scope of Work Development

The County and USFS developed roles and responsibilities, analysis of existing conditions, reporting requirements, demolition details and schedules, which included the following activities:

- Memorandum of Understanding and Cost Recovery Agreement
- Cultural Resources Assessment
- California State Office of Historic Preservation Review
- Phase I Environmental Site Assessment

- Hazardous Materials Survey
- National Environmental Policy Act Assessment
- Preliminary Master Schedule

#### Phase 2: National Environmental Policy Act (NEPA) Assessment

Phase 2 included the environmental review described in the NEPA scope of work developed in Phase 1. The NEPA work was completed by a qualified consulting firm to determine the level of impact the demolition of the buildings and site improvements will have on the environment, and any required mitigation actions. At the conclusion of the NEPA process, USFS issued a letter affirming the requirement for the County to remove structures and restore the site pursuant to the Special Use Permit. In addition, USFS acknowledged that the decommissioning and site restoration project could occur over multiple years beginning in 2016.

#### Phase 3: Preparation of Architectural/Engineering/Documents for Demolition Work

The demolition and site restoration plan, bid documents, including drawings, and specifications have been completed by the County and approved by the USFS.

#### Phase 4: Public Bid, Contract Award, and Demolition/Site Restoration

It is anticipated that the decommissioning project will occur over a two to three-year period. Phase I will include demolition and site restoration work including removal of approximately 15 of the 36 structures at an estimated project cost of \$1.5 million. The competitive bid process for Phase 1 should be published in July 2016 with a recommended contract award anticipated to be presented to the Board of Supervisors for recommended approval in late August 2016. The Phase 1 work is expected to be completed in December 2016. Phase 2 of the decommissioning project will proceed in FY2017-18, subject to available funding.

#### Decommissioning Project Cost Estimate/Funding

The initial budget estimate for the Fouts decommissioning project was \$2 million. Approximately \$535,000 has been expended to date for USFS required environmental reviews, assessments, and reports to advance the project. Now that the studies and requests have been identified and specified by USFS, the update of estimated cost to complete the decommissioning and site restoration project is \$4.9 million. Phase 1 of the decommissioning project is funded, and an additional funding requirement of approximately \$3.4 million will be required to complete the project. The General Services Department will update the Board after the Phase 1 work is completed and work with the County Administrator's Office to develop a financing plan to fund the balance of the decommissioning project in subsequent years.

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### **4) Completion of Independent Assessment of County Purchasing Policy and Procedures and Timeline to Implement Improvement Recommendations**

The Board of Supervisors approved an agreement in June 2015 with the National Institute of Governmental Purchasing (NIGP) to provide an independent comprehensive review and assessment of County purchasing policies and procedures, including a Strategic Procurement Assessment to identify areas for business process improvement. The NIGP assessment has been completed and includes recommendations for improving the County's procurement operations including:

- Maximize technology to increase efficiency and expand competition
- Establish new procurement thresholds and authority limits to streamline operations
- Improve training and interdepartmental communications
- Implement business practices that align with procurement industry best practices and accreditation standards

The Department of General Services will begin implementing the NIGP recommendations in FY2016-17. A funding request to establish an electronic bidding platform (e-procurement) for commodities and professional service contracts is included in the FY2016/17 Recommended Budget. E-procurement technology will enable purchasing staff to more efficiently manage the competitive bidding process, expand outreach to better inform local vendors of County business opportunities, and widen the competitive solicitations to obtain the lowest possible pricing for needed services and supplies.

The County's Purchasing and Contracting Policy Manual, which sets forth the procedures and requirements that govern the County's procurement practices, including purchasing authorization limits, delegated authority thresholds, and the Procurement Card program is also planned for FY2016-17. Proposed revisions to the Purchasing and Contracting Manual will be evaluated in consultation with the County Departments and presented to the Board of Supervisors for consideration this coming fall.

In addition to e-procurement and updating the Purchasing and Contracting Manual, General Services will be organizing procurement training for departmental representatives responsible for supporting purchasing activities, including developing performance-based contracts and contract management standards.

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