

March 13, 2007

Board of Supervisors
3501 Civic Center Drive
San Rafael, CA 94901

**SUBJECT: Master Fee for Service Contract For Community Mental Health Services,
Child Day Treatment Provider Contracts - FY 2006-2007**

Dear Supervisors:

RECOMMENDATION:

1. Approve proposed master contract for \$370,000 to apply to fee for service contracts with Community Mental Health Services and Child Day Treatment providers who provide services to Marin County clients.
2. Authorize the Director of the Department of Health and Human Services to approve contracts pursuant to this master agreement.

SUMMARY: The implementation of the SAP system has required a variety of changes in the County's contract accountings procedures. Staff from HHS, the CAO's office and from the Auditor's Office have developed the proposed "master contract" process in order to ensure the continued effective and timely delivery of services in areas where client needs vary over the course of a fiscal year. The proposed master contract process is consistent with the practices in other counties, including Alameda, Sonoma and San Luis Obispo.

Under the proposed arrangement, the Board approves the attached Master Contract and authorizes the Director of Health and Human Services to sign identical contracts with providers on the attached list, and additional providers whose services might become necessary in the future. The Director will advise the CAO's office quarterly of any additions or deletions of contractors under the Master Contract.

The total amount of the proposed master contract is \$370,000. The sum of the individual contracts will at no time be greater than this amount. Also note that the proposed master contract does not allow for a waiver of the County's insurance requirements; if a contractor seeks such a waiver, the Department will need to get the specific approval of the Risk Manager and the signature of the CAO (for contracts under \$25,000 each) or of the Board (for contracts greater than \$25,000).

COMMUNITY IMPACT: Approval of the proposed master contract arrangement will allow Community Mental Health Services to continue to provide mental health services in a manner that can best be adapted to changing patient needs.

FISCAL IMPACT: Funds for this request are budgeted in Fund Center 1000043000. A purchase requisition for each contract provider on the attached list has been entered in SAP. The amount of each requisition will be adjusted as needed throughout the fiscal year based on actual utilization of services. The total amount of all requisitions does not exceed \$370,000 for FY 06/07. There is no increase in net county cost.

Sincerely,

Larry Meredith, PhD
Director

SAP Document No.: see attached list

COMMUNITY MENTAL HEALTH SERVICES

CHILD DAY TREATMENT PROVIDERS

July 1, 2006 – June 30, 2007

Contractor	Requisition #
Charis Youth Center	10002148
FamiliesFirst	10000194
Milhous Children's Services	10000294
True to Life	10000287
Victor Treatment Centers	10000237