

May 18, 2010

Marin County Board of Supervisors
3501 Civic Center Drive
San Rafael, CA 94903

SUBJECT: Department of Health and Human Services, Division of Alcohol, Drug and Tobacco Programs requesting the Board of Supervisors to approve the amended FY 2009/10 Master Contract for Fee for Service Contracts for Alcohol, Tobacco and Other Drug Prevention and Treatment Services. (Amended)

Dear Supervisors:

RECOMMENDATIONS:

1. Approve the amendment to the Master Contract increasing the maximum amount by \$70,135 for a new maximum amount of \$4,898,419 to apply to Fee for Service Contracts with the alcohol, tobacco and other drug providers listed in Attachment A.
2. Approve the attached amended Master Contract for Fee for Service Contracts with the providers listed in Attachment A, and with additional providers identified within the current fiscal year that will be added as necessary services are identified, in an amount not to exceed \$4,898,419.
3. Authorize the Director of Health and Human Services to sign this Fee for Service Contract with individual providers as needed, and consistent with the budget limitations noted above.

SUMMARY: The implementation of the SAP system has required a variety of changes in the County's contract accounting procedures. Staff from the Department of Health and Human Services, the County Administrator's Office and the Auditor's Office have developed the "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 Master Contract process has been successfully used in HHS in the Division's of Alcohol, Drug and Tobacco Programs and Mental Health, and it is consistent with the practices in other counties, including Alameda and Sonoma.

Under the 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 during the course of the fiscal year. The Director will advise the Board and CAO's office quarterly of any additions or deletions of contractors under the Master Contract.

The total amount of the Master Contract is \$4,898,419. The increase of \$39,128 to Marin Services for Women's contract is composed of a \$20,000 allocation of Community Benefits Funds from the Board of Supervisors and a \$19,128 allocation of CalWORKS funding for the provision of treatment services for eligible clients. The increase of \$31,007 to Center Point and Dr. Teena Scovis-Weston's contracts are to provide assessment and treatment services to Adult Drug Court clients. These funds are already reflected in the Department of Health and Human Services' FY 2009/10 budget.

The sum of the individual requisitions will at no time be greater than this amount. In addition, all individual providers are subject to the same Master Agreement terms and conditions. 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 get the specific approval of the Risk Manager and the signature of the CAO (contracts under \$25,000 each) or of the Board (contracts over \$25,000).

CONTRACTOR PERFORMANCE: As submitted to the Board of Supervisors on September 29, 2009, contractors successfully achieved prior year goals and objectives.

COMMUNITY BENEFIT: Substance abuse is a serious concern and pervasive problem in Marin County. The contractual agreements provide essential prevention and treatment services to the community of Marin County. Approval of this Master Contract would allow the Department of Health and Human Services to provide uninterrupted services in a manner that can best be adapted to changing client needs.

FISCAL/STAFFING IMPACT: Funds to support these contracts are included in the Department of Health and Human Services FY 2009/10 budget in funds centers 1000031000, 1000032000, 1000033000, 1000034000, 1000062000 and 1000011000. 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 will not exceed \$4,898,419. All contracts include a 30-day termination clause allowing for cancellation if funds are no longer available. As detailed in the attachment, the contract amounts reflect an overall reduction of \$609,327 from last year.

REVIEWED BY:	<input type="checkbox"/>	Auditor-Controller	<input checked="" type="checkbox"/>	N/A
	<input type="checkbox"/>	County Counsel	<input checked="" type="checkbox"/>	N/A
	<input type="checkbox"/>	Human Resources	<input checked="" type="checkbox"/>	N/A

Copies of the contracts are available for review in the Clerk to the Board of Supervisors' office.

Sincerely,

Larry Meredith, Ph.D.
Director

Requisition Numbers: 10017209, 10017207, 10017208 and 10017110