



**BOARD OF SUPERVISORS
AGENDA LETTER**

Agenda Number:

Clerk of the Board of Supervisors
105 E. Anapamu Street, Suite 407
Santa Barbara, CA 93101
(805) 568-2240

Department Name: Public Health
Department No.: 041
For Agenda Of: March 13, 2018
Placement: Administrative
Estimated Time:
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors
FROM: Department Van Do-Reynoso, PhD, MPH, Director
Director(s) Public Health Department
Contact Info: Dana Gamble, Assistant Deputy Director, Public Health Department
681-5171
SUBJECT: Easy Lift Transportation Agreement

County Counsel Concurrence

As to form: Yes

Other Concurrence: Risk Management

As to form: Yes

Auditor-Controller Concurrence

As to form: Yes

Recommended Actions:

That the Board of Supervisors recommend the following:

- a) Approve, ratify, and authorize the Chair to execute an Agreement for Services of Independent Contractor Easy Lift Transportation in an amount not to exceed \$72,309, that includes \$37,000 under Purchase Contract CN#21321 with Easy Lift Transportation but otherwise cancels, nullifies, and supersedes Purchase Contract CN#21321, to provide transportation services for the homeless population for the period of July 1, 2017 through June 30, 2018 (Attachment A).
- b) Determine that the recommended action is not a "project" within the meaning of the California Environmental Quality Act and is exempt per CEQA Guideline Section 15378(b)(4) since the recommended action is a government fiscal activity that does not involve commitment to any specific project which may result in a potentially significant physical impact on the environment.

Summary Text:

This item is on the agenda to authorize the Chair to ratify and execute an Agreement with Easy Lift Transportation to provide transportation services for the homeless population in the County of Santa Barbara. The Public Health Department has a current purchasing contract with Easy Lift Transportation (Attachment B) for an amount not to exceed \$37,000, and the estimated expenditure for Fiscal Year 2017-2018 is \$72,309. This agreement incorporates a new stop for Behavioral Wellness services; \$7,309 of the contract increase will be paid for by Behavioral Wellness. When combined with existing

contracts throughout other County departments for similar services, this contract for \$72,309 exceeds the \$100,000 Purchasing threshold and therefore requires Board approval.

Background:

Easy Lift Transportation has been providing transportation services for the Public Health Department, Health Care for the Homeless program for people experiencing homelessness for over ten years. Services include three scheduled round-trips from downtown shelters and homeless provider locations to County Services on the Calle Real Campus (Health Care Center, Behavioral Wellness, Social Services, and Veterans Services.)

Performance Measure:

Performance measures are included in the Scope of Work of the Easy Lift Transportation Agreement and are monitored by program staff.

Fiscal and Facilities Impacts:

Budgeted: Yes

Fiscal Analysis:

<u>Funding Sources</u>	<u>Current FY Cost:</u>	<u>Annualized On-going Cost:</u>	<u>Total One-Time Project Cost</u>
General Fund			
State			
Federal	\$ 65,000.00	\$ 65,000.00	
Fees			
Other:	\$ 7,309.00	\$ 7,309.00	
Total	\$ 72,309.00	\$ 72,309.00	\$ -

This Board agreement will replace and augment the current purchase order agreement of \$37,000 by \$35,309 for a total contracted amount of \$72,309. The amount of \$65,000 is budgeted and is funded through Federal Health Resources and Services Administration (HRSA) funds for Healthcare for the Homeless grantee agencies. Behavioral Wellness will be invoiced for \$7,309 through the County's Journal Entry process.

Key Contract Risks:

This Agreement was assessed to be in a low risk category because:

1. The relatively small dollar amount and short contract term;
2. Easy Lift Transportation has demonstrated good performance with Public Health and other Santa Barbara County departments;
3. Program staff regularly assesses performance to determine if services are adequately provided;
4. Payment is provided after demonstration of reimbursable services; and
5. The Agreement has a termination for convenience clause.

The Public Health Department will continue to monitor this contract for any risks and in accordance with county policy.

Staffing Impacts:

Legal Positions:

0

FTEs:

0

Special Instructions:

Please execute two (2) original Easy Lift Transportation Agreements and retain one (1) original Agreement and one (1) Minute Order for pick-up by the department. Please email phdcu@sbcphd.org when available for pickup.

Attachments:

- A. Easy Lift Transportation Agreement
- B. Easy Lift Transportation Purchasing Agreement (CN21321)

Authored by:

Ralph Barbosa, Public Health Program Coordinator