



COUNTY OF HUMBOLDT

AGENDA ITEM NO.
C-11

For the meeting of: April 28, 2015

Date: April 21, 2015
To: Board of Supervisors
From: Phillip Smith-Hanes, County Administrative Officer *PSH*
Subject: Award of Contract for Organizational Analysis of Department of Health & Human Services

RECOMMENDATION(S):

That the Board of Supervisors:

1. Reviews the staff ratings of the proposals received in response to the county's request for proposals (RFP);
2. Awards a contract for an organizational analysis of the Department of Health & Human Services to W. Brown Creative Partners; and
3. Authorizes the Purchasing Agent to execute a contract with the selected firm in an amount not to exceed \$88,000.

SOURCE OF FUNDING: 1160 Social Services Fund

DISCUSSION:

The county's Department of Health & Human Services (DHHS) was formed as an integrated agency effective February 9, 2001, after Board approval of intent to merge the departments of Mental Health, Public Health and Social Services pursuant to action taken on July 10, 2000. DHHS subsequently absorbed

Prepared by Phillip Smith-Hanes CAO Approval *Cheryl Dillingham*
REVIEW: Auditor *AD* County Counsel _____ Human Resources _____ Other _____

TYPE OF ITEM:
 Consent
 Departmental
 Public Hearing
 Other _____

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT
Upon motion of Supervisor *LoveLace* Seconded by Supervisor *Bass*
Ayes *Sundberg, LoveLace, Fennell, Bohn, Bass*
Nays _____
Abstain _____
Absent _____

PREVIOUS ACTION/REFERRAL:

Board Order No. _____

Meeting of: _____

and carried by those members present, the Board hereby approves the recommended action contained in this Board report.

Dated: *April 28, 2015*
By: *Ann Hartwell*
Kathy Hayes, Clerk of the Board

the former departments of Employment Training, Public Guardian, and Veterans' Services. Mr. Phillip Crandall was appointed Director of the department on February 9, 2001, and is the only person to have held that role. Mr. Crandall has submitted to your Board notice of his intent to retire from county service, effective January 31, 2016.

As reported to your Board on March 17, 2015, Mr. Crandall's impending retirement provides an opportunity for the county to review the successes of DHHS over the past 15 years as well as to align the department with your Board's priorities going forward. Accordingly, on March 20, the Purchasing Agent issued an RFP to find a professional firm to perform an organizational analysis of DHHS.

Four proposals were received prior to the established deadline of April 15. These proposals were from:

- Health Management Associates, San Francisco, CA
- Matrix Consulting Group, Mountain View, CA
- The Novak Consulting Group, Cincinnati, OH
- W. Brown Creative Partners, Medford, OR

An evaluation committee consisting of staff from DHHS and the County Administrative Office met to evaluate the proposals and is recommending award of a contract to W. Brown Creative Partners. While this firm did not have the lowest total cost, staff believes their more extensive specialized experience in all disciplines related to health and human services as well as their solid references will provide the best overall value to the county in conducting this analysis.

FINANCIAL IMPACT:

The cost proposal from W. Brown Creative Partners includes professional consulting services of \$66,325 and expenses of approximately \$21,000. Funding for the agreement with W. Brown Creative Partners is available in the Social Services budget.

This action supports the Board's strategic framework, six key goals for 2015-16, as an effort to evaluate and potentially reorganize the provision of services to achieve greater cost-effectiveness.

OTHER AGENCY INVOLVEMENT: None.

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board could choose to award a contract to another firm. This is not recommended because staff believes W. Brown Creative Partners provides the best overall value to the county.

ATTACHMENTS:

1. Rating Sheet

Attachment 1
RATING SHEET FOR REQUEST FOR PROPOSALS #15-100-RP
ORGANIZATIONAL ANALYSIS FOR HEALTH AND HUMAN SERVICES
(Score out of 100 possible)

W. Brown Creative Partners

Proposer Qualifications:	25
Service Capabilities:	50
Cost:	<u>20</u>
Total:	95

Health Management Associates

Proposer Qualifications:	20
Service Capabilities:	30
Cost:	<u>15</u>
Total:	65

Matrix Consulting Group

Proposer Qualifications:	15
Service Capabilities:	20
Cost:	<u>25</u>
Total:	60

The Novak Consulting Group

Proposer Qualifications:	15
Service Capabilities:	20
Cost:	<u>25</u>
Total:	60