

ALAMEDA COUNTY BOARD OF SUPERVISORS MINUTE ORDER

The following action was taken by the Alameda County Board of Supervisors on 01/14/2025

Approved as Recommended ☒

Other ☐

Unanimous ☐ Tam: ☐ Haubert: ☐ Miley: ☐ Márquez: ☐ Fortunato Bas: ☐ - **5**

Vote Key: N=No; A=Abstain; X=Excused

Documents accompanying this matter:

Contract: C-902244,C-28050,C-24989

Resolution: R-2025-21F

Documents to be signed by Agency/Purchasing Agent:

File No. 31434
Item No. 11

Copies sent to:

Maylene Mojica, QIC 42501

Special Notes:



I certify that the foregoing is a correct copy of a Minute Order adopted by the Board of Supervisors, Alameda County, State of California.

ATTEST:
Clerk of the Board
Board of Supervisors

By: Nancy French
Deputy



January 2, 2025

The Honorable Board of Supervisors
County of Alameda
1221 Oak Street
Oakland, CA 94612

SUBJECT: APPROVE AN AMENDMENT TO MASTER CONTRACT NO. 902244; APPROVE A STANDARD SERVICES AGREEMENT WITH KATHARINE G. BRISTOL DBA KATE BRISTOL CONSULTING AND FIFTH AMENDMENT WITH SHEILANI ALIX FOR CONSULTATION AND TECHNICAL ASSISTANCE SERVICES; AUTHORIZE THE AUDITOR-CONTROLLER TO MAKE THE RELATED BUDGET ADJUSTMENTS

Dear Board Members:

RECOMMENDATIONS:

- A. Approve an amendment to Master Contract No. 902244 for Subject Matter Experts to continue providing consultation and technical assistance services to California Advancing and Innovating Medi-Cal (CalAIM) and other Alameda County Health departments and programs, for care coordination and other direct support services for Medi-Cal eligible individuals and beneficiaries, with no change to the term of 1/1/23 – 12/31/25, and increasing the combined total not-to-exceed pooled amount from \$3,103,630 to \$3,353,630 (\$250,000 increase);
- B. Approve the Standard Services Agreement (Master Contract No. 902244, Procurement Contract No. 28050) with Katharine G. Bristol dba Kate Bristol Consulting (Principal: Katharine Bristol; Location: Oakland) to provide consultation and technical assistance services to CalAIM and other AC Health departments and programs for care coordination and other direct support services for Medi-Cal eligible individuals and beneficiaries, for the contract term of 1/1/25 – 12/31/25, in the amount of \$90,000;
- C. Approve the Fifth Amendment to the Standard Services Agreement (Master Contract No. 902244, Procurement Contract No. 24989) with Sheilani Alix (Principal: Sheilani Alix; Location: Oakland) to provide consultation and technical assistance services to CalAIM and other AC Health departments and programs for care coordination and other direct support services for Medi-Cal eligible individuals and beneficiaries with no change to the contract term of 1/1/23 – 12/31/25, and increasing the total not-to-exceed amount from \$320,615 to \$480,615 (\$160,000 increase); and
- D. Authorize the Auditor-Controller to make the related budget adjustments to increase appropriation by \$114,400 with offsetting revenue from the State Providing Access and Transforming Health Capacity and Infrastructure, Transition, Expansion and Development Intergovernmental Transfer (PATH CITED IGT) Round 3 grant



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DISCUSSION/SUMMARY:

On March 21, 2023, your Board approved Master Contract No. 902244 to contract with Subject Matter Experts (SMEs) for the consultation and technical assistance services to California Advancing and Innovating Medi-Cal (CalAIM) and other Alameda County Health (AC Health) departments and programs, for the term of 1/1/23 – 12/31/23, in the total not-to-exceed pooled amount of \$955,055 (Item No. 4). These SMEs are tasked to consult for AC Health's CalAIM Community Supports and Enhanced Care Management Project for care coordination support, including coaching, problem solving, technical assistance, etc. in any clinical, quality, operational, or other related area. These SMEs are acting as resources, guides, coaches, technical assistants, and implementation partners for the planning and execution of a wide range of care coordination and other support services for AC Health and its partners. The contractors have helped AC Health quickly access the right content experts to help elevate our cross-sector provider knowledge and in turn impact the quality of services received by individuals in our system of care.

Subsequently, your Board approved seven additional amendments to Master Contract No. 902244, to extend the term of 1/1/23 – 12/31/24 by 12 months through 12/31/25, and to increase the total not-to-exceed pooled amount from \$2,799,870 to \$3,103,630, with the most recent amendment approved on December 10, 2024 (Item No. 12).

Today, AC Health requests your Board approve an amendment to Master Contract No. 902244 to increase the total not-to-exceed pooled amount from 3,103,630 to \$3,353,630 (\$250,000 increase), with no change to the term of 1/1/23 – 12/31/25.

For a vendor to provide services to AC Health, an engagement, which details the specific scope of work and budget within one or more of the areas of expertise for which the vendor is approved to provide services, must be included in the contract. To date, ten engagements with defined scopes and budgets have been executed. Today, AC Health requests approval of the two agreements under Master Contract No. 902244 listed below:

- Standard Services Agreement with Katharine G. Bristol dba Kate Bristol Consulting for the contract term of 1/1/25 – 12/31/25, in the amount of \$90,000. Kate Bristol Consulting will use their expertise in Housing/Homelessness programming and Grant Writing/Fund Development for this engagement with AC Health's Housing and Homelessness unit (H&H). Approval of this contract would allow Katharine Bristol to assist H&H with the establishment of a centralized, efficient, consistent, and robust grants management system across the division, along with training and support for staff to ensure effective implementation. This system would oversee the management of grants throughout their entire lifecycle, including the initial application, contract execution, implementation, spending, and closeout; and
- Fifth Amendment to the Standard Services Agreement with Sheilani Alix, with no change to the contract term of 1/1/23 – 12/31/25 and increase the contract amount from \$320,615 to \$480,615 (\$160,000 increase). Under her current contract, Sheilani has been providing project management and technical assistance services to the Recipe4Health program, which is a nationally-recognized, award winning "Food as Medicine" model that integrates food-based



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interventions into healthcare settings to treat, prevent, and reverse chronic conditions, address food and nutrition insecurity, and improve health and racial equity. Since initiation of her engagement, Sheilani has accomplished the following: established regular cadence of meetings with the data source system vendor (Innovaccer, Inc.); provided program business documentation to support the discovery phase of Innovaccer's system development; finalized documentation and beginning implementation of data file standardization; provided technical assistance and process improvement support for reimbursement of R4H services; and began evaluation of R4H analytic interests and needs for data source system requirements. This amendment would allow Sheilani Alix to enter a new engagement for R4H to provide additional project management support to automate data processes and build a data source system for stakeholders to visualize and use data to improve operations, finances, and service improvements for delivery of R4H CalAIM Medically Supportive Food services.

AC Health will return to the Board to request approval for future contract amendments for additional services on an as-needed basis once a scope of work and budget have been negotiated with a vendor.

SELECTION CRITERIA/PROCESS:

On August 30, 2022, AC Health released a formal Request for Qualification (RFQ) for SME consultation and technical assistance services. This RFQ was developed and implemented according to the General Services Agency's (GSA) standard procurement requirements. GSA sent the RFQ to 4,167 potential bidders and AC Health sent the RFQ to an additional 1,830 potential bidders. Two networking/bidders conferences were held and attended by 18 vendors.

By the response due date of October 10, 2022, 20 proposals were received. Upon review, 18 bids met the minimum bidder qualifications. Further evaluation indicated that these bids met the full scope of requirements as stated in the RFQ. The cost for consultation services will be based on the quoted hourly rates. Of the 18 vendors, 1 vendor decided to not enter the Master Contract. Out of the 17 bids, eight are certified Small, Local and Emerging Businesses (SLEBs), five will subcontract 20% with certified SLEBs to fulfill the requirement, and four are exempt from SLEB requirements.

On August 24, 2023, AC Health re-released the formal RFQ for SME consultation and technical assistance services. GSA sent the RFQ to 4,545 potential bidders and AC Health sent the RFQ to an additional 1,801 potential bidders. Two networking conferences were held and attended by 12 vendors. Eleven bids were submitted, and it was determined that nine met the full scope of requirements as stated in the RFQ and related Addendum. Out of the nine bids received from the 2023 procurement, four are certified SLEBs, three will subcontract 20% with certified SLEBs to fulfill the requirement, and two are exempt from SLEB requirements.

On August 8, 2024, AC Health re-released the formal RFQ for SME consultation and technical assistance services. GSA sent the RFQ to 4,146 potential bidders and AC Health sent the RFQ to an additional 1,200 potential bidders. Two networking conferences were held and attended by 10 vendors. Ten bids were submitted, and it was determined that eight met the full scope of



Alameda County Health

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requirements as stated in the RFQ and related Addenda. Out of the eight bids received, two are certified SLEBs, four will subcontract 20% with certified SLEBs to fulfill the requirement, and two are exempt from SLEB requirements. Katharine G. Bristol dba Kate Bristol Consulting was one of the eight bidders determined that met the full scope of requirements of this RFQ.

Katharine G. Bristol dba Kate Bristol Consulting is a Certified small vendor (Certification No. 24-00084; Expiration Date: 9/30/25). Sheilani Alix is a Certified small vendor (Certification No. 17-00032; Expiration Date: 2/28/25).


FINANCING:

Funding for these recommendations (\$250,000) comes from the US Housing Department of Urban Development Continuum of Care Grants (\$90,000) and State PATH CITED IGT Round 3 funding (\$160,000), which is included as another item on today's agenda for your Board's approval. Of this total, \$90,000 is included in the AC Health FY 2024-2025 Approved Budget. AC Health requests a budget adjustment to increase appropriation in the amount of \$114,400 with offsetting revenue from PATH CITED IGT Round 3 funding. The remaining balance of \$45,600 will be requested in the AC Health FY 2025-2026 Maintenance of Effort (MOE) Budget. Approval of these recommendations will have no impact on net County cost.

VISION 2026 GOAL:

Providing care coordination and support services to Medi-Cal beneficiaries and eligible residents meets the 10X goal pathways of **Healthcare for All** and **Eliminate Poverty and Hunger** in support of our shared visions of a **Thriving & Resilient Population** and **Safe & Livable Communities**.

Sincerely,

DocuSigned by:

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Colleen Chawla, Director
Alameda County Health

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AGENDA DATE:1/14/2024

BOARD LETTER SUBJECT:APPROVE AN AMENDMENT TO MASTER CONTRACT NO. 902244; APPROVE A STANDARD SERVICES AGREEMENT WITH KATHARINE G. BRISTOL DBA KATE BRISTOL CONSULTING AND FIFTH AMENDMENT WITH SHEILANI ALIX FOR CONSULTATION AND TECHNICAL ASSISTANCE SERVICES; AUTHORIZE THE AUDITOR-CONTROLLER TO MAKE THE RELATED BUDGET ADJUSTMENTS

BUDGET YEAR:2025

FUND:10000

2 The use of Designations, as follows:

NAME OF DESIGNATION	ORG	AMOUNT

3 The increase (decrease) in anticipated revenue, as follows:

Informational

ORG	ACCT	PROG	PROJ/GR	AMOUNT
350155	463050	00000	HCGCALPACITEDR3	\$114,400
ORG TOTAL				\$114,400

Informational

ORG	ACCT	PROG	PROJ/GR	AMOUNT
ORG TOTAL				\$0

GRAND TOTAL ANTICIPATED REVENUE\$114,400

4 The increase (decrease) in appropriations, as follows:

Informational

ORG	ACCT	PROG	PROJ/GR	AMOUNT
350155	610000	00000	HCGCALPACITEDR3	\$114,400
ORG TOTAL				\$114,400

Informational

ORG	ACCT	PROG	PROJ/GR	AMOUNT
ORG TOTAL				\$0

GRAND TOTAL APPROPRIATION\$114,400