

W. S. B. I.

AGENDA COVER MEMO

AGENDA DATE: January 14, 2004

TO: Board of County Commissioners

DEPARTMENT: Health & Human Services

PRESENTED BY: Rob Rockstroh

AGENDA TITLE: IN THE MATTER OF AWARDING A CONTRACT TO RELIEF NURSERY IN THE AMOUNT OF \$104,861; AND DELEGATING AUTHORITY TO THE COUNTY ADMINISTRATOR TO SIGN THE DOCUMENT. (DEPARTMENT OF HEALTH & HUMAN SERVICES)

I. MOTION

TO AWARD A CONTRACT WITH RELIEF NURSERY IN THE AMOUNT OF \$104,861; AND DELEGATE AUTHORITY TO THE COUNTY ADMINISTRATOR TO SIGN THE DOCUMENT. (DEPARTMENT OF HEALTH & HUMAN SERVICES)

II. ISSUE OR PROBLEM

A contract with Relief Nursery for \$104,861 to provide services is beyond the delegated authority of the county administrator to award and sign.

III. DISCUSSION

A. Background / Analysis

Lane County received unanticipated funding to continue family support services for families identified by the state Office for Services to Children, Adults and Families. These services were provided during the period from July 1, 2000 through July 30, 2003 by Relief Nursery. A competitive selection process has been completed and Relief Nursery was the sole respondent. The total dollars to be contracted is \$104,861 and exceeds the delegated authority of the county administrator per Lane Manual 21.145. Therefore, the Board of County Commissioners must act to award the contract and authorize the county administrator to execute the contract.

B. Alternatives / Options

1. To accept the motion awarding the contract and authorize the county administrator to sign the document.
2. Not to accept the motion. This would result in the loss of revenue and

C. Recommendation

To approve number one above.

D. Timing

The contract is for services provided for the period from August 1, 2003 through June 30, 2004. The service model requested by the state Office for Services to Children, Adults and Families has been changed and Health & Human Services' staff have been working with the state office and staff from Relief Nursery to develop the new contract. However, services have continued during this lengthy contract development process. Therefore, it is urgent to complete the board action and execute the contract as soon as possible.

IV. IMPLEMENTATION

Upon action by the Board, the documents will be processed for signature by the County Administrator.

V. ATTACHMENTS

Board Order

THE BOARD OF COUNTY COMMISSIONERS, LANE COUNTY, OREGON

ORDER:) IN THE MATTER OF AWARDING A CONTRACT TO RELIEF
) NURSERY IN THE AMOUNT OF \$104,861; AND DELEGATING
) AUTHORITY TO THE COUNTY ADMINISTRATOR TO SIGN
) THE DOCUMENT. (DEPARTMENT OF HEALTH & HUMAN
) SERVICES)

WHEREAS, Lane Manual Chapter 21 sets forth policy regarding award of contracts for services and policy regarding signatory authority of the county administrator; and

WHEREAS, a competitive selection process has been completed per Lane Manual 21.107 and 21.108; and

WHEREAS, Relief Nursery was the successful respondent to a competitive process and has been recommended for award of services; and

WHEREAS, appropriation of funds to support the services has been done through the supplemental budget order; and

WHEREAS, the award exceeds the signatory authority of the county administrator.

NOW THEREFORE, IT IS HEREBY ORDERED, that the Board of County Commissioners award a contract for the period from August 1, 2003 through June 30, 2004 to Relief Nursery in amount of \$104,861; and

FURTHER, IT IS ORDERED, that the Board of County Commissioners authorize the county administrator to sign the contract for the period from August 1, 2003 through June 30, 2004 for Relief Nursery in amount of \$104,861.

DATED this 14th day of January, 2004

Anna Morrison, Chair
BOARD OF COUNTY COMMISSIONERS

APPROVED AS TO FORM
Date 1/6/04 lane county
J. Laitlan
OFFICE OF LEGAL COUNSEL