



Office of the City Manager

CONSENT CALENDAR  
January 21, 2020

To: Honorable Mayor and Members of the City Council  
 From: Dee Williams-Ridley, City Manager  
 Submitted by: Kelly Wallace, Interim Director, Health, Housing & Community Services  
 Subject: Contract No. 31900132 Amendment: BOSS for Representative Payee Services

RECOMMENDATION

Adopt a Resolution authorizing the City Manager or her designee to execute an amendment to Contract No. 31900132 with vendor Building Opportunities for Self-Sufficiency (BOSS) to provide Representative Payee services. (A representative payee is a person or organization appointed by the Social Security Administration to receive the Social Security or Supplemental Security Income benefits for anyone who is unable to manage or direct the management of his or her benefits.) The amendment will add \$25,000 to the current contract and extend it through June 30, 2020 for a total contract not to exceed amount of \$100,000. The current contract would be extended by four months, pursuant to the MHSA Plan, with additional funding proportionate to the monthly payment terms of the original contract.

FISCAL IMPACTS OF RECOMMENDATION

Funds for the scope of work in the amount of \$25,000 will be provided from ERMA GL Code 315-51-503-526-2017-000-451-636110. The Contract Management System number for this contract is CMS No. FQBIS.

CURRENT SITUATION AND ITS EFFECTS

Berkeley Mental Health (BMH) issued a Request for Proposals for Representative Payee services on June 14, 2018, and BOSS was selected as the most responsive responsible bidder. They have provided Representative Payee services for BMH clients since March 1, 2019, and have acted in a satisfactory capacity. Before the current contract began, BMH provided representative payee services to approximately 90 clients through the Alameda County Substitute Payee Program (ACSPP). Although ACSPP acted as payee, they did not have direct contact with clients, with BMH staff acting as intermediaries. Providing these services detracted from BMH's core mission of providing outpatient mental health services which emphasize client needs, strengths, choices and empowerment. Moreover, providing these services altered the relationship between clients and clinicians, introducing angst and potentially damaging the rapport and trust necessary to produce healthy outcomes.

This recommendation entails extending the term of the current contract and increasing the contract limit to reflect the additional months added. Current Contract No. 31900132 ends on February 29, 2020, and the requested amendment would extend the term through June 30, 2020, adding \$25,000 for a total Not to Exceed (NTE) amount of \$100,000. The current payment terms and scope of work would not change.

#### BACKGROUND

On May 26, 2015, City Council approved the MHSA FY14/15-16/17 Three Year Program and Expenditure Plan. In this Plan, the Division proposed to use a portion of CSS System Development Funds to outsource Sub-Representative Payee Services, and explained that the services would be acquired through a competitive Request for Proposal (RFP) process.

A representative payee is a person or organization appointed by the Social Security Administration to receive the Social Security or Supplemental Security Income benefits for anyone who is unable to manage or direct the management of his or her benefits. A payee's main duties are to use the benefits to pay for the current and future needs of the beneficiary, and properly save any benefits not needed to meet current needs. A payee must also keep records of expenses. When a regulatory agency requests a report, a payee must provide an accounting of how he or she used or saved the benefits.

#### ENVIRONMENTAL SUSTAINABILITY

There are no identifiable environmental impacts or opportunities associated with the action recommended in this report.

#### RATIONALE FOR RECOMMENDATION

BOSS has additional capacity and specialized practices in administering a representative payee program, not only providing an enhanced level of service to consumers, but also permitting BMH clinicians to focus exclusively on their clients' other mental health needs.

#### ALTERNATIVE ACTIONS CONSIDERED

As an alternative action, Council could instead direct staff to circulate a new RFI or formal Request for Proposals to competitively solicit a different vendor.

#### CONTACT PERSON

Conor Murphy, Assistant Management Analyst, HHCS, 510-981-7611  
Steven Grolnic-McClurg, Manager of Mental Health Services, HHCS, 510-981-5249

Attachments:

1: Resolution:

RESOLUTION NO. ##,###-N.S.

CONTRACT NO. 31900132 AMENDMENT: BUILDING OPPORTUNITIES FOR SELF-SUFFICIENCY FOR REPRESENTATIVE PAYEE SERVICES

WHEREAS, Mental Health Services Act (MHSA) funds are allocated to mental health jurisdictions across the state for the purposes of transforming the mental health system into one that is consumer and family driven, culturally competent, wellness and recovery oriented, includes community collaboration, and implements integrated services; and

WHEREAS, on May 26, 2015 by Resolution No. 67,026-N.S., the City Council authorized the City Manager to approve the MHSA Fiscal Years 2015 through 2017 Three Year Program and Expenditure Plan; and

WHEREAS, within the City Council approved MHSA Fiscal Years 2015 through 2017 Three Year Program and Expenditure Plan was the goal of contracting with a community based organization to provide Representative Payee Services; and

WHEREAS, on May 29, 2018 City Council approved the Finance Department's request to issue a Request for Proposals for Representative Payee Services; and

WHEREAS, the City of Berkeley's Mental Health Division issued a Request for Proposals for Representative Payee Services, and selected Building Opportunities for Self-Sufficiency as the vendor; and

WHEREAS, on February 26, 2019 by Resolution No. 68,768-N.S., the City Council authorized the City Manager to execute contract No. 31900132 with Building Opportunities for Self Sufficiency for Representative Payee services; and

WHEREAS, Building Opportunities for Self-Sufficiency has been the vendor for Representative Payee services for the City of Berkeley since March 1, 2019, and has acted in a satisfactory capacity; and

WHEREAS, funds are available in the current budget year in ERMA GL Code 315-51-503-526-2017-000-451-636110 and this contract has been entered in the Citywide contract database and assigned CMS No. FQBIS.

NOW THEREFORE, BE IT RESOLVED that the Council of the City of Berkeley that the City Manager or her designee is authorized to execute an amendment to Contract No. 31900132 with Building Opportunities for Self-Sufficiency for Representative Payee services through June 30, 2020 in an amount not to exceed \$100,000. A record signature copy of said contract and any amendments to be on file in the City Clerk Department.

