



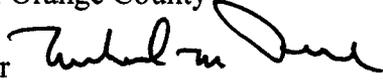
Children & Families
Commission of Orange County

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Agenda Item No. 8
June 27, 2007 Meeting

DATE: June 18, 2007

TO: Children and Families Commission of Orange County

FROM: Michael M. Ruane, Executive Director 

SUBJECT: **Amend Contract with the Corporation for Standards and Outcomes (CS&O) to Improve Local Fiscal and Accountability Practices**

SUMMARY:

The Commission contracts with the Corporation for Standards and Outcomes (CS&O) to develop and maintain the Commission's OCERS (Outcomes Collection, Evaluation, and Reporting Service) database for contracts management and oversight, and the evaluation of services funded by the Commission.

On May 3, 2006, the Commission approved a new two-year agreement for OCERS services and directed staff to develop additional application modules to include in the system. In response, staff has developed two projects to improve our local fiscal and accountability practices through the creation of a technology solution.

Electronic Interface for Invoice Payments – Previously, Commission staff and CS&O developed an invoice module in OCERS to provide for on-line tracking of information such as funds awarded, total invoiced, invoices pending, funds remaining. The module provides numerous validation parameters to ensure invoice quality which reduces the amount of time spent by the Commission working with a grantee to fix an incorrectly submitted invoice. Reports are built into OCERS to assist the Commission and the contractors with monitoring of the invoice and payment history. Through these changes, payment on invoices has been faster due to the improved quality of invoices and faster approval processes facilitated by the module.

Recently, Commission staff and County Auditor-Controller staff have been assessing the feasibility of an electronic interface between the OCERS invoice module and the County accounting and financial reporting system where the checks are issued for payment on submitted invoices. Discussions have included identifying changes needed with the current business practices of processing invoices through to payment and the development of system requirements to support the electronic interface. Authorization is now requested to amend CS&O's current contract to incorporate the scope of work and funds to develop an electronic interface for invoice payments between OCERS and the County Auditor-Controller accounting and financial reporting system.

Balanced Scorecard Reporting – Commission staff previously developed a management tool referred to as a “Balanced Scorecard” to track specific metrics in the areas of customer services, internal processes, financial processes, human resources, and innovation (Attachment 2). In reviewing current year reporting, Commission staff has explored the feasibility of leveraging data reported into OCERS to populate the Balanced Scorecard Report. Authorization is requested to amend CS&O’s current contract to incorporate the scope of work and funds to develop reporting of OCERS data for the Balanced Scorecard Report.

STRATEGIC PLAN & FISCAL SUMMARY:

The proposed action has been reviewed in relation to the Commission’s Strategic Plan and is consistent with the “Capacity Building” goal. Sufficient funds for this request are available in the Commission’s FY 2007/08 Performance Outcomes Measurement System budget. The estimated cost for CS&O to complete the modifications to OCERS to support the electronic invoicing and Balanced Scorecard applications is a not-to-exceed amount of \$35,000.

RECOMMENDED ACTION:

1. Adopt resolution (Attachment 1) authorizing the Executive Director or designee to negotiate and enter into a 2nd Amendment to Agreement #FCI-POM-01 with the Corporation for Standards and Outcomes to add an amount not to exceed \$35,000 for a new contract maximum obligation of \$1,653,752 for implementation of the Electronic Interface and Balanced Scorecard Reporting.

Attachments:

1. Resolution authorizing amendment to Agreement # FCI-POM-01 with the Corporation for Standards and Outcomes
2. Balanced Scorecard Metrics

Contact: Alyce Mastrianni

CHILDREN & FAMILIES COMMISSION OF ORANGE COUNTY

RESOLUTION NO. 07-__-C&FC

June 27, 2007

A RESOLUTION OF THE CHILDREN AND FAMILIES COMMISSION OF ORANGE COUNTY APPROVING AN AMENDMENT TO AGREEMENT WITH CORPORATION FOR STANDARDS AND OUTCOMES, A PENNSYLVANIA CORPORATION; AND MAKING CERTAIN FINDINGS IN CONNECTION THEREWITH

WHEREAS, in order to facilitate the creation and implementation of an integrated, comprehensive, and collaborative system of information and services to enhance optimal early childhood development, the legislature adopted legislation set forth in the California Children and Families Act of 1998, Health and Safety Code Section 130100, *et seq.* (as amended, the “Act”) implementing the Children and Families First Initiative passed by the California electorate in November, 1998 and establishing the California Children and Families Commission and County Children and Families Commissions, including this Children and Families Commission of Orange County (“Commission”); and

WHEREAS, the Commission adopted a Strategic Plan to define how funds authorized under the Act and allocated to the Commission should best be used to meet the critical needs of Orange County’s children prenatal to five years of age as codified in the Act; and

WHEREAS, in furtherance of its Strategic Plan and statutory mandate, the Commission engages routinely and periodically with consultants; and

WHEREAS, the Commission desires to amend Agreement No. FCI-POM-01 with Corporation for Standards and Outcomes referred to as Contractor in the Agreement, to provide for additional funds in an amount not to exceed \$35,000, for a total contract maximum obligation of \$1,653,752, in return for Electronic Interface and Balanced Scorecard Reporting services related to its Outcomes Collections Evaluation Reporting System as detailed in the June 27, 2007 staff report; and

WHEREAS, the Contractor desires to enter into an Amendment to its Agreement to provide services in furtherance of the purposes of the Act and the Strategic Plan on the terms and conditions set forth in the Agreement; and

WHEREAS, capitalized terms used in this resolution are as set forth in the Agreement, unless separately defined herein; and

WHEREAS, Commission has reviewed the June 27, 2007 staff report relating to the Scope of Services to be provided and hereby finds and determines that the proposed Amendment to Agreement is in furtherance of and consistent with the Commission’s Strategic Plan; and;

NOW, THEREFORE BE IT RESOLVED BY THE COMMISSIONERS OF THE CHILDREN AND FAMILIES COMMISSION OF ORANGE COUNTY AS FOLLOWS:

Section 1 The Commission finds and determines the foregoing Recitals are true and correct and are a substantive part of this Resolution.

Section 2 The Commission hereby approves the 2nd Amendment to Agreement No. FCI-POM-01 with the Corporation for Standards and Outcomes to increase the contract obligation in an amount not to exceed \$35,000 for a total contract maximum obligation of \$1,653,752 in return for those services outlined in the June 27, 2007 staff report.

Section 3 The Commission Chair and/or Executive Director and the Clerk of the Commission are hereby authorized to execute and attest, respectively, the Amendment to the Agreement on behalf of the Commission. The approval by the Executive Director or designee of the final form of the Amendment to Agreement shall be conclusively evidenced by the execution of such agreements by the Commission Chair or Executive Director and delivery thereof to the Commission Clerk.

Section 4 A copy of the final Amendment to the Agreement when executed by the Commission Chair or Executive Director and attested by the Clerk of the Commission shall be appended hereto as a part of Exhibit A to this Resolution. Exhibit A is hereby fully incorporated as a part of this Resolution by this reference and made a part hereof. The final executed Amendment to the Agreement shall be placed on file in the office of the Clerk of the Commission.

Section 5 In addition to the authorization of Sections 2 and 3 above, the Commission Executive Director (or his designee) is hereby authorized, on behalf of the Commission, (i) to sign all documents necessary and appropriate to carry out and implement the Amendment to the Agreement, (ii) to cause the issuance of warrants, (iii) to administer the Commission's obligations, responsibilities and duties to be performed under the Amendment to the Agreement, and (iv) during the term thereof to provide waivers, administrative interpretations, and minor modifications of the provisions of the Amendment to The Agreement in the furtherance thereof.

Section 6 The Clerk of the Commission shall certify to the adoption of this Resolution.

The foregoing was passed and adopted by the following vote of the Children & Families Commission of Orange County on June 27, 2007 to wit:

AYES Commissioners:
NOES: Commissioner(s):
EXCUSED: Commissioner(s):
ABSTAINED: Commissioner(s)

CHAIR

STATE OF CALIFORNIA)
)
COUNTY OF ORANGE)

I, DARLENE J. BLOOM, Clerk of the Commission of Orange County, California, hereby certify that a copy of this document has been delivered to the Chair of the Commission and that the above and foregoing Resolution was duly and regularly adopted by the Children & Families Commission of Orange County.

IN WITNESS WHEREOF, I have hereto set my hand and seal.

DARLENE J. BLOOM
Clerk of the Commission, Children & Families Commission of
Orange County, County of Orange, State of California

Resolution No: 07-__-C&FC

Agenda Date: June 27, 2007

Item No. __



I certify that the foregoing is a true and correct copy of the Resolution adopted by the

DARLENE J. BLOOM, Clerk of the Commission

By: _____
Deputy

EXHIBIT A TO RESOLUTION OF COMMISSION

(attach copy of Amendment to Agreement)

Balanced Scorecard Metrics

Goal	Metric
Healthy Children	<ul style="list-style-type: none"> • # of children receiving health insurance enrollment assistance • # of children linked to a medical home
Strong Families	<ul style="list-style-type: none"> • % of shelter beds occupied • % of graduated families living independently
Ready to Learn	<ul style="list-style-type: none"> • # of children served
Capacity Building	<ul style="list-style-type: none"> • % of grantees attending CONNECT trainings • # workforce hours from AmeriCorps/VISTA Members • # of performance measurement evaluation reports completed • % of contracts executed prior to effective date of contract • % of contracts executed \leq 90 calendar days from funded date • % of grantee contracts closed \leq 60 calendar days of contract end date • % of grantee payments paid \leq 30 days (check date) from date invoice received • % of risk assessments completed for Program Grants • % of program services annual budget being encumbered • % of core Commission budget achieved through other government sources • % of non-Commission grantee funding (private funding) • Timely issuance of monthly Commission financial report • % of grantees with at least 2 Commission site visits during year • Employee Satisfaction Survey • 24 hours of training/staff development for each employee annually (fiscal year) including ethics, EEO, sexual harassment, safety training, professional development • Commission/Commission Funded Programs recognized via public citation for best practices, leadership awards • Commission/Commission Funded Programs recognized by Media • Commission Vision Meetings • Disaster Training