

**BOARD LETTER – SUMMARY SHEET  
HEALTH AND MENTAL HEALTH SERVICES CLUSTER**

<b>AGENDA REVIEW</b>	May 15, 2013
<b>BOARD MEETING</b>	June 4, 2013
<b>SUPERVISORIAL DISTRICT</b>	All
<b>DEPARTMENT</b>	Mental Health
<b>SUBJECT</b>	Request approval to extend the consultant services agreement with Inez K. Mann doing business as Mann and Associates on a month-to-month basis for fiscal year 2013-14
<b>PROGRAM</b>	Office of Medical Deputy
<b>DEADLINES</b>	6/30/2013
<b>COST &amp; FUNDING</b>	The total estimated cost of the Mann and Associates TCA for the six-month extension period, effective July 1, 2013 through December 31, 2013 is \$37,500 fully funded with Sales Tax Realignment funds. Funding for this Agreement is included in DMH's FY 2013-14 Recommended Budget. There is no net County cost impact associated with the recommended actions.
<b>PURPOSE OF REQUEST</b>	Board approval is required to extend the term of the existing Agreement with Mann and Associates on a month-to-month effective July 1, 2013 through December 31, 2013, or until the Board approves a new recruitment advertising, marketing and public/media relations agreement with a qualifying agency. On April 9, 2013, your Board approved a Board letter authorizing DMH to establish a Project Management Services Master Agreement list with pre-qualified contractors and to execute Project Management Services Master Agreements with pre-qualified contractors and Consultant Services Agreements with selected contractors for as-needed services. Interested contractors/agencies would be solicited through a Work Order/Request for Services (RFS) process to provide specific Project Management Services under each service category such as marketing and communication. As the result of this Board letter, DMH has been working on a RFS solicitation process with the intent to contract with a qualified agency to provide recruitment advertising, marketing and public/media relations services.
<b>SUMMARY/ ISSUES</b> (Briefly summarize program and potential issues or concerns. Identify changes, if any, to level of funding or staffing; how funding will be utilized and why best use; prior accomplishments; and for BLs involving contracts, also note changes to the contract term.)	An additional month-to-month contract extension effective July 1, 2013, for a period of up to six months in FY 2013-2014, will ensure that there will be no interruption in recruitment, advertising, marketing and public/media relations services throughout Los Angeles County until the Board approves a new recruitment, advertising, marketing and public/media relations Agreement, whichever occurs earlier. In addition, if the contract is not extended, there could be a negative impact on our ability to recruit psychiatrists resulting in a higher vacancy rate and a decrease in access to psychiatric care for the community.
<b>DEPT. &amp; COUNTY COUNSEL CONTACTS</b>	Margo Morales, DMH Administrative Deputy (213) 738-2891 Stephanie Jo Reagan, Principal Deputy County Counsel (213) 974-0941