



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 5/22/2012

Agenda Placement: 71

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Shelli Brobst for Randolph F. Snowden - Director
Health & Human Services Administration
REPORT BY: Shelli Brobst, Contracts Analyst - 253-4720
SUBJECT: Amendment to Agreement with Sweet Sisters Driving School, Inc.

RECOMMENDATION

Director of Health and Human Services requests approval of and authorization for the Chairman to sign Amendment No. 1 to an agreement (formerly AUD 5984) with Sweet Sisters Driving School, Inc., rescinding the provision limiting automatic renewals for the contractor to provide driver's license instruction to clients of the Child Welfare Services programs.

EXECUTIVE SUMMARY

Under the current agreement, Sweet Sisters Driving School, Inc. provides driver's license instruction (behind the wheel instruction and written tests) to clients in the Child Welfare Services programs. Approval of the amendment will rescind the provision that limited the number of automatic renewals. Due to the policy the Board approved on January 12, 2011, agreements over three-years in length require approval by the Board.

Sweet Sisters Driving School, Inc. is a local vendor.

FISCAL IMPACT

Is there a Fiscal Impact? No

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of

Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

BACKGROUND AND DISCUSSION

Sweet Sisters Driving School provides driver's license instruction (behind the wheel and written tests) to clients in the County's Child Welfare Services Programs in order to enable them to prepare for their driving license exam. Having a driver's license will enable clients to get to work, school and therapy.

Per the County's purchasing policy, service contracts exceeding \$50,000 and as adjusted by the annual CPI increase, or exceeding three years in length must be approved by the Board of Supervisors. The annual maximum amount under this agreement is \$3,000 per County fiscal year. This agreement is funded by the Independent Living Program and Child Welfare Services allocations.

Sweet Sisters Driving School is a local vendor.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Karen Collins