



# County of San Mateo

## Inter-Departmental Correspondence

---

**Department:** HUMAN SERVICES AGENCY

**File #:** 24-565

Board Meeting Date: 6/25/2024

---

**Special Notice / Hearing:** None  
**Vote Required:** Majority

**To:** Honorable Board of Supervisors  
**From:** Claire Cunningham, Director, Human Services Agency  
**Subject:** Child Care Coordinating Council - Child Care Stipends Amendment 2

**RECOMMENDATION:**

Adopt a resolution waiving the Request for Proposals (RFP) process and authorizing an amendment to the agreement with Child Care Coordinating Council of San Mateo, Inc. to administer stipends and increase funding by \$58,564, for a new total obligation amount not to exceed \$250,495.

**BACKGROUND:**

The Human Services Agency (HSA) receives federal and state funding from California Department of Social Services (CDSS) each year to administer various child care programs.

Throughout the year, CDSS releases bulletins with additional funding and instruction to administer stipends through Alternative Payment Programs (APP) to child care providers. HSA received Child Care Bulletin (CCB) 23-08 and executed a Director-level agreement on July 17, 2023 for a total obligation amount of \$191,931. CDSS updated the guidance for CCB 23-08 to administer a second stipend, reallocating unspent funds from the initial stipend resulting in a Director-level amendment to add the language to administer the second stipend, which was executed March 8, 2024.

Child Care Coordinating Council (4Cs) is the State permitted resource and referral agency and designated APP, the only agency in San Mateo County (other than HSA) recognized by the State Department of Education (DOE) as qualified to administer state funded child care programs. This recognition from the State allows them to have a coordinated continuum of care payment program.

**DISCUSSION:**

HSA has now received an additional CCB 23-19 stipend for a one-time reimbursement rate supplement meant to help with hardships caused by the COVID-19 pandemic, which may only be distributed to providers who have completed an updated American Rescue Plan Act (ARPA) survey. This CCB came with additional funding as well as instruction to utilize any unspent funds from CCB 23-08 to fund the stipend. The parties wish to amend the agreement to increase funding by \$58,564 for a new total obligation amount not to exceed \$250,495 to administer the stipends as directed by

the State.

Pursuant to the County of San Mateo's Administrative Memorandum No. B-1, Section IV. Waivers of Competitive Process, Paragraph C. Non-Emergency - General Exemptions, item 1, a competitive solicitation may be waived for services only available from a single source. 4Cs is the only agency in San Mateo County (other than HSA) recognized by the DOE as qualified to administer state funded child care programs. HSA is requesting that the Board of Supervisors waive the Request for Proposals (RFP) process as 4Cs is the only provider in San Mateo County qualified to administer these funds.

The resolution contains the County's standard provisions allowing an amendment of the County's fiscal obligations by a maximum of \$25,000 (in the aggregate).

This resolution has been reviewed and approved by the County Attorney as to form.

**PERFORMANCE MEASURE:**

<b>Measure</b>	<b>FY 2024-25 Anticipated</b>
Percent of payments distributed to eligible providers	95%

**FISCAL IMPACT:**

The term of this agreement is May 1, 2023, through September 30, 2024. The agreement is an amount not to exceed \$250,495. Budgetary appropriation for this agreement is included in the FY 2023-24 Adopted Budget and FY 2024-25 Recommended Budget. This agreement is funded with State General Fund dollars through CDSS. There is no Net County Cost associated with this agreement.