



Office of the City Manager

CONSENT CALENDAR  
September 28, 2021

To: Honorable Mayor and Members of the City Council  
 From: Dee Williams-Ridley, City Manager  
 Submitted by: Lisa Warhuus, Director, Health, Housing & Community Services  
 Subject: Contract No. 31900132 Amendment: Building Opportunities for Self-Sufficiency (BOSS) for Representative Payee Services

RECOMMENDATION

Adopt a Resolution authorizing the City Manager or her designee to execute a contract amendment with vendor Building Opportunities for Self-Sufficiency (BOSS) to provide Representative Payee services. The amendment will add \$100,000 to the current contract and extend it through June 30, 2022 for a total contract not to exceed amount of \$300,000.

FISCAL IMPACTS OF RECOMMENDATION

Funding for these services and supports in the amount of \$100,000 has been included in the Fiscal Year 2022 Budget and will be provided from the Mental Health Service Act Fund 315-51-503-526-2017-000-451-636110.

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. This recommendation entails extending the term of the current contract for one year and increasing the contract limit to reflect the additional time added. Current Contract No. 31900132 ended on June 30, 2021, and the requested amendment would extend the term through June 30, 2022, adding \$100,000 for a total Not to Exceed (NTE) amount of \$300,000. The current payment terms and scope of work would not change.

BACKGROUND

On May 26, 2015 by Resolution No. 67,026-N.S, City Council approved the MHSA Fiscal Year 2014-2015/2016-2017 Three Year Program and Expenditure Plan. In this Plan, BMH proposed to use a portion of CSS System Development Funds to provide Sub-Representative Payee Services, to be acquired through a competitive Request for Proposal (RFP) process. BMH issued an RFP for Representative Payee Services, and selected Building Opportunities for Self-Sufficiency (BOSS) as the most responsible and responsive vendor. On February 26, 2019 by Resolution No. 68,768-N.S., the City

Council authorized the City Manager to execute contract No. 31900132 with BOSS for 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 their 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 AND CLIMATE IMPACTS

There are no identifiable environmental effects, climate impacts, or sustainability opportunities associated with the subject of 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 WITH 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, on January 21, 2020 by Resolution No. 69,249-N.S., the City Council authorized the City Manager to amend contract No. 31900132; and

WHEREAS, on June 30, 2020 by Resolution No. 69,470-N.S., the City Council authorized the City Manager to amend contract No. 31900132; 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 the Mental Health Service Act budget Code 315-51-503-526-2017-000-451-636110-.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the City Manager or her designee is authorized to execute a contract amendment with Building Opportunities for Self-Sufficiency for Representative Payee services through June 30, 2022 in an amount not to exceed \$300,000. A record signature copy of said contract and any amendments to be on file in the City Clerk Department.

