



**SAN FRANCISCO  
HUMAN SERVICES AGENCY**

Department of Benefits  
and Family Support

Department of Disability  
and Aging Services

P.O. Box 7988  
San Francisco, CA  
94120-7988  
[www.SFHSA.org](http://www.SFHSA.org)



**London Breed**  
Mayor

**Trent Rhorer**  
Executive Director

**MEMORANDUM**

**TO:** HUMAN SERVICES COMMISSION

**THROUGH:** TRENT RHORER, EXECUTIVE DIRECTOR

**FROM:** JOAN MILLER, DEPUTY DIRECTOR OF FCS  
ESPERANZA ZAPIEN, DIRECTOR OF CONTRACTS

**DATE:** MARCH 22, 2024

**SUBJECT:** NEW CONTRACT: **CSU FRESNO FOUNDATION (NON-PROFIT)** TO PROVIDE THE BAY AREA ACADEMY (BAA) CHILD WELFARE TRAINING PROGRAM 24-29

DS  
EE

**CONTRACT TERM:** 7/1/2024 – 6/30/2029

<b>CONTRACT AMOUNT:</b>	<u>New</u>	<u>Contingency</u>	<u>Total</u>
	\$2,889,560	\$288,956	\$3,178,516

**ANNUAL AMOUNT:** \$577,912

<b><u>Funding Source</u></b>	<u>County</u>	<u>State</u>	<u>Federal</u>	<u>Contingency</u>	<u>Total</u>
<b>FUNDING:</b>	\$1,444,780		\$1,444,780	\$288,956	\$3,178,516
<b>PERCENTAGE:</b>	50%		50%		

The Department of Benefits and Family Support (BFS) requests approval for a sole source waiver and authorization to enter into a contract with the CSU Fresno Foundation for the period of July 1, 2024, through June 30, 2029, in an amount of \$2,889,560 plus a 10% contingency for a total amount not to exceed \$3,178,516. The purpose of the contract is to deliver a quality, comprehensive training program to increase child welfare workers’ knowledge and skills to promote safety, permanency and well-being in children involved with child welfare.

### **Background**

The State California Department of Social Services (CDSS) established four child-welfare training academies, one of which is the Bay Area Academy, which serves 12 counties in the Bay Area (including San Francisco) to provide a state-wide child welfare training program. The regional academies are the coordinating system for the State of California to provide training to Title IV-E child welfare workers. To draw down the Title IV-E dollars, each academy is required to be affiliated with a university. CSU Fresno Foundation is the current home of the Bay Area Academy, as well as the Central California Training Academy (CCTA). For over 25 years, HSA has worked with the BAA to provide training that is consistent statewide and reflects current standards and practices.

### **Services to be Provided**

The CCTA-BAA will enhance the Department's ability to deliver quality, culturally responsive services. A key service to be provided by the CCTA-BAA on an ongoing basis is the comprehensive delivery of high quality trainings. Trainings cover complex care management and have both clinical and legal implications; providing child welfare workers critical updates on State laws, regulations and standards. Trainings support FCS mandates and initiatives, including but not limited to Continuum of Care Reform, Safety Organized Practice, Child and Family Teams and the California Child Welfare Core Practice Model and Integrated Practice Model.

The Contractor works with the FCS Program Manager and management team to identify current training needs, as well as provide technical assistance and evaluation tasks. Services include identifying potential trainers, purchasing or developing curriculum, coordinating pre-registration, developing and distributing training announcements, delivering training, providing on-site coordination, and providing support services for events (including hospitality).

For additional information regarding specific services to be provided by the Contractor, please refer to Appendix A – Services to be Provided (attached).

**Selection**

The Contractor has been approved by the Office of Contract Administration via OCAWVR0008791 as a sole source provider due to CSU's ability to draw down Title IV-E dollars and the need to have a quality standardized State curriculum.

**Funding**

Funding for this grant will be provided through federal Title IV-E training funds and a match of local general funds.

**ATTACHMENTS**

Appendix A: Services to be Provided

Appendix B: Program Budget Summary

Appendix B-1: Budget Narrative and Justification

Appendix B-2: Calculation of Charges

Sole Source Waiver

**Appendix A: Scope of Work  
California State University, Fresno Foundation –Bay Area Academy (BAA)  
San Francisco Training Project  
July 1, 2024 to June 30, 2029**

**I. SERVICES TO BE PROVIDED**

The California State University, Fresno Foundation, in collaboration with the Bay Area Academy (BAA) will enhance the City and County of San Francisco’s Human Services Agency’s (HSA) ability to deliver quality, culturally responsive services. A comprehensive training program will be offered that will increase Division of Family & Children's Services (FCS) staff knowledge and skills in the practice of public child welfare. Key to this objective is training that promotes Safety, Permanency and Wellbeing. Working with the FCS Program Manager and management team to identify current training needs, BAA will identify potential trainers, purchase or develop classroom, field, and/or online learning curriculum available on BAA password protected page, coordinate pre-registration, develop and distribute training announcements, provide on-site support of classroom training, provide field-based training, provide technical assistance and implementation support and conduct evaluations. Provide tracking and report for all non-BAA training.

**A. TRAINING: CLASSROOM, FIELD-BASED, eLEARNING**

BAA will support the implementation, development and coordination of classroom, field-based, e-learning training designed to:

1. Support FCS program mandates and initiatives, including but not limited to California Practice Model, Safety Organized Practice, Child Family Teams, Continuum of Care Reform and Continuous Quality Improvement (CQI).
2. Meet the training needs, both classroom and field based, that are required to implement those initiatives.
3. Enhance the staff’s professional skills and knowledge through multiple training mediums, including e-learning, classroom and field-based training.
4. Support and provide learning opportunities, field-based training and evaluation of the agency’s internal coaching program.
5. Increase staff’s cultural awareness and responsiveness by delivering curriculum that is culturally appropriate.
6. Support current efforts to develop and sustain a trauma-informed infrastructure.
7. Increase staff knowledge on the application of new laws and regulations in child welfare.
8. Provide training that will assist child welfare staff in meeting the 40 hours training requirement every two years that is mandated by California Department of Social Services.
9. Emphasize Permanency, Safety and Wellbeing in all training related activities.

## **B. TECHNICAL ASSISTANCE AND EVALUATION**

BAA will support and enhance HSA FCS's program initiatives through technical assistance, including but not limited to:

### **1. Evaluation**

- a. BAA will provide training and program evaluation services, as determined by the annual training plan development process.
- b. Potential methods to be determined in consultation with Program Manager: surveys, focus groups, interviews and using fidelity measure to assess implementation needs.

### **2. Implementation Support**

- a. BAA will coordinate and provide technical assistance as needed to support HSA-FCS in the implementation of mandates and initiatives, which may include, but is not limited to program evaluation, implementation of Core Practice Model, Continuum of Care Reform and the HSA-FCS System Improvement Plan.
- b. Services may include: coordination with Agency Implementation Teams that support the development of competency, leadership and organizational drivers through the provision of training and coaching, and the use of data to inform decision making.

### **3. Transfer of Learning**

- a. Recognizing that the skills and knowledge learned in the classroom need to be transferred to the workplace, the BAA shall identify various ways to measure the transfer of learning by participants and their supervisors.
- b. Require all trainers to provide learning objectives for each training.
- c. Require all trainers to provide an Executive Summary that outlines transfer of learning activities.

## **C. LCSW CLINICAL SUPERVISION**

San Francisco Human Services Agency, Family and Children Services seeks to enhance staff development and retention by providing Group Supervision for qualifying social workers pursuing licensure in clinical social work.

BAA will identify a Board of Behavioral Sciences (BBS) approved Clinical Supervisor to provide education, supervision and guidance regarding the theoretical principles, practices and techniques related to clinical interventions and the explanation and modeling of approved clinical methods utilized with a professional helping relationship for the purpose of preparing Social Workers with an ASW for licensure as a Licensed Clinical Social Worker.

The Clinical Supervisor will conduct group supervision of no more than 8 social workers per group for the fiscal year for a total of up to 16.7 days or 100 hours annually.

This deliverable will be supported through general funds and will not be matched by IVE dollars.

#### **D. CURRICULUM**

Based on the Annual Training Plan referenced in the Training Support Services in Appendix B-2. BAA will purchase or develop the curriculum, books and other resources needed to support the implementation of the training plan. The training curriculum purchased or developed will be determined during the Annual Training Plan process.

Up to 3 classroom curricula will include the following components:

1. Learning Objectives
2. Lesson Plan
3. Agenda
4. Participant Materials
5. Trainer Guide
6. Audio visual materials

Up to 2 of the following:

- Online curriculum will include complete e-learning modules with supplements as determined by the BAA, content developer and county workforce team as well as evaluation materials to ensure completion of the module.
- Field curriculum will include learning objectives and activity instructions as well as any identified supplemental materials.

#### **E. EVENTS**

BAA is responsible for the comprehensive delivery of up to three special events. The FCS management team will work with the BAA Workforce Development Specialist to identify the topics for these events. Proposed events include:

1. One FCS division meeting to acknowledge the importance of ongoing learning and development to support better services for families and children.
2. One all staff off-site event
3. One event to be determined through consultation with Agency Leadership that supports agency objectives.

## **F. HOSPITALITY**

1. Provide meals and refreshments **as needed.**

This deliverable will be supported through general funds and will not be matched by IVE dollars.

## **H. GOMEZ V. SAENZ APPEAL PROCESS**

BAA will contract with expert hearing officers as needed to meet the State requirements governing the Gomez v. Saenz grievance process on 100% of cases that are reviewed and/or appealed.

This deliverable will be supported through general funds and will not be matched by IVE dollars.

## **II. DELIVERABLES/OBJECTIVES**

BAA shall provide the following:

- A. Up to **57.5** classroom training days or **345** classroom hours or **5,175** participant hours
- B. Up to **37.545** field-based training/coaching days or **225.27** classroom hours or **675.81** participant hours
- C. Provide up to **10** Technical Assistance/Program Evaluation/Implementation Support days to support the implementation of mandates and initiatives
- D. LCSW Clinical Supervision for a total of up to 100 hours annually or 16.7 days
- E. Purchase or develop field, classroom, or online curriculum, up to 5 modules
- F. A full day of classroom training consists of 6 hours.
- G. Field Based Training/Coaching and Technical Assistance days consist of 6 contact hours and will be prorated based on the number of contact hours and can occur over multiple days.
- H. Classroom and Technical Assistance days can be used interchangeably.

## **III. HSA-FCS RESPONSIBILITIES**

- A. Collaborate with Workforce Development Specialist (WDS) to identify specific training topics to be included in the Annual Training Plan and complete task within one month of contract execution.
- B. In partnership with WDS, finalize all details for deliverables by the 15<sup>th</sup> of the month, 6-10 weeks prior to a training/event delivery date. For example, for a training/event to take place on either August 1 or August 30<sup>th</sup>, all details for the training need to be finalized by June 15<sup>th</sup> so that BAA can plan, coordinate, create flyer, collect and input registration, assign TA support, order supplies, prepare curricula, and execute a successful training/event.

- C. Ensure that the specified number of unduplicated participants register and attend trainings.
- D. Provide the names of and other pertinent information about community agency staff, foster parents, and other providers who will participate in joint training sessions.
- E. Determine the number and assignment of slots available for joint training sessions provided by the program, and assure the Title IV-E eligibility of community agency staff attending any of the trainings.
- F. Determine which training sessions are mandatory or voluntary, and identify the respective participant populations.
- G. Determine whether a training session shall be canceled or rescheduled for lack of adequate enrollment.
- H. Ensure staff completion of post-training surveys designed to measure outcome objectives and progress.
- I. Ensure that Department training space is available for all training with the exception of special events.
- J. Provide contractor with schedule of all other FCS training events/ relevant training plans, county holidays, vacations, meeting schedules that may impact or conflict with the coordination or delivery of services and coordinate support if requested.
- K. HSA-FCS will provide Sign-in-Sheets (SIS) for participants of All Staff Events. If SIS is not available, HSA-FCS will provide alternative SIS that will consist of agency roster that identifies intended participants for the Event AND a Program Manager will sign on behalf of HSA-FCS that attest to staff's participation.
- L. HSA-FCS will respond to Workforce Development Specialist calls or e-mails to support expedient planning, coordinating, and delivery of requested services.
- M. HSA will respond to Event/ Hospitality proposals within 5 business days and provide an authorization letter 2 weeks prior to the planned event integrating BAA's approval language that will be provided by the WDS.

#### **IV. OUTCOME OBJECTIVES**

Beyond working with FCS to ensure that the minimum number of deliverables for FCS staff is provided, it is essential to ascertain whether or not the new skills, concepts, tools, knowledge, or policies and procedures are practiced in the workplace. The quality and relevance of the training as perceived by the participants is one measurement to ensure that this transfer of learning occurs. Participant evaluations on the usefulness of the training will be completed at the end of each training event. Successful evaluations will indicate:

- A. A minimum of 80% of FCS staff respondents at non-mandatory trainings shall rate the overall usefulness of the training as 3 or higher on a 4 point scale.
- B. A minimum of 70% of FCS staff respondents at mandatory trainings shall rate the overall usefulness of the training as 3 or higher on a 4 point scale.



- C. A minimum of 75% of the FCS staff respondents shall indicate that their knowledge increased as a result of the training.

**V. REPORTING**

- A. Contractor will provide a quarterly report of activities, referencing the tasks as described in Section II – Deliverables. Contractor will enter the quarterly metrics in the CARBON database by the 15th of the month following the end of the quarter.
- B. Contractor will provide an annual report summarizing the contract activities, referencing the tasks as described in Section II – Deliverables. BAA shall provide an annual report which identifies all of the trainings and special events offered for the contract year, with cumulative evaluation results, participant numbers, and learning objectives identified. This report will also include accomplishments and challenges encountered by the Contractor. Contractor will enter the annual metrics in the CARBON database by the 15th of the month following the end of the program year.
- C. For assistance with reporting requirements or submission of reports, contact:

Elizabeth.Leone@sfgov.org  
Contracts Manager, HSA

And

Massiel.Gonzalez@sfgov.org  
Program Manager, FCS

**VI. MONITORING ACTIVITIES**

- A. Program Monitoring: Program monitoring will include review of client eligibility, client files, case documentation, service delivery documentation, and back-up documentation for reporting progress towards meeting service and outcome objectives.
- B. Fiscal Compliance and Grant Monitoring: Fiscal monitoring will include review of the Grantee's organizational budget, the general ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal policy manual, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring will include review of Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, sub-grants, and MOUs, and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

**Appendix B**  
**CSU Fresno Foundation**  
**CCTA-BAA 2024-29**

CCTA-BAA Program Name	Original Contract:					
	Y1 FY24-25	Y2 FY25-26	Y3 FY26-27	Y4 FY27-28	Y5 FY28-29	Y1-Y5 TOTALS
<b>Child Welfare Staff Training</b>						
Classroom Training	\$241,213	\$241,213	\$241,213	\$241,213	\$241,213	\$1,206,063
Field Based Training	\$157,502	\$157,501	\$157,501	\$157,501	\$157,501	\$787,507
Technical Assistance & Evaluation	\$41,950	\$41,950	\$41,950	\$41,950	\$41,950	\$209,750
Curriculum	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$100,000
Events	\$11,000	\$11,000	\$11,000	\$11,000	\$11,000	\$55,000
Hospitality	\$17,040	\$17,040	\$17,040	\$17,040	\$17,040	\$85,200
<b>Indirect Costs (entire contract)</b>	\$42,808	\$42,808	\$42,808	\$42,808	\$42,808	\$214,040
<b>Child Welfare Staff Training Totals:</b>	<b>\$531,512</b>	<b>\$531,512</b>	<b>\$531,512</b>	<b>\$531,512</b>	<b>\$531,512</b>	<b>\$2,657,560</b>
<b>LCSW Clinical Supervision</b>	<b>\$33,400</b>	<b>\$33,400</b>	<b>\$33,400</b>	<b>\$33,400</b>	<b>\$33,400</b>	<b>\$167,000</b>
<b>Gomez &amp; PQCR</b>	<b>\$13,000</b>	<b>\$13,000</b>	<b>\$13,000</b>	<b>\$13,000</b>	<b>\$13,000</b>	<b>\$65,000</b>
<b>ANNUAL CONTRACT TOTALS:</b>	<b>\$577,912</b>	<b>\$577,912</b>	<b>\$577,912</b>	<b>\$577,912</b>	<b>\$577,912</b>	<b>\$2,889,560</b>
<b>Contingency:</b>						<b>\$288,956</b>
<b>NOT TO EXCEED:</b>						<b>\$3,178,516</b>

San Francisco Training Project  
Budget

Bay Area Academy  
San Francisco County  
Fee for Service 2024-25

<b>Deliverables</b>	<b>Days</b>	<b>Daily Rate</b>	<b>Total</b>	<b>Classroom Hours</b>	<b>Participant Hours</b>
Classroom Training	57.5	4,195.00	\$ 241,212.50	345	5175
Field Based Training	37.545	4,195.00	\$ 157,501.28	225.27	675.81
Technical Assistance and Evaluation	10	4,195.00	\$ 41,950.00		
Clinical Supervision	16.7	2,000.00	\$ 33,400.00		
Curriculum			\$ 20,000.00		
Events (Facilities, AV, Staffing, Supplies)			\$ 11,000.00		
Hospitality			\$ 17,040.00		
Gomez			\$ 13,000.00		
<b>Total Direct Costs</b>			<b>\$ 535,103.78</b>	570.27	5850.81
Indirect @ 8%			\$ 42,808.30		
<b>Total Project Costs</b>			<b>\$ 577,912.08</b>		
Indirect Forgone (Match Contribution 11%)			\$ 51,883.02		

**Appendix B-1 – Budget Narrative  
California State University, Fresno Foundation  
Bay Area Academy (BAA)  
San Francisco Training Project**

**Contract Term: July 1, 2024 to June 30, 2029**

The California State University Fresno Foundation, in collaboration with the Bay Area Academy and the City and County of San Francisco’s Human Services Agency provides the budget detail for the scope of work and budget in Appendices A and B attached. All numbers are annual and are not to exceed \$577,912 annually or \$2,889,560 in total.

**A. BUDGETS**

**1. Child Welfare Staff Training**

**a. Classroom Training**

BAA will deliver up to ~57.5 days of classroom training or ~345 classroom hours or 5,175 participant hours based on the Annual Training plan developed with BAA Workforce Development Specialist and Program Manager. The annual budget totals \$241,213 and is based on a per day rate of \$4,195 inclusive of all staffing, independent contractors, training support activities identified below. Daily rate line item.

**b. Field Based Training**

BAA will deliver up to 37.545 days of field-based training or 225.27 classroom hours or 675.81 participant hours based on the Annual Training plan developed with BAA Workforce Development Specialist and Program Manager. The annual budget totals \$157,501 and is based on a per day rate of \$4,195 inclusive of all staffing, independent contractors and training support activities identified below. Daily rate line item.

**c. Technical Assistance and Evaluation**

BAA will deliver up to 10 days of technical assistance, implementation support, evaluation and transfer of learning services as needed based on the Annual Training Plan developed in collaboration with the Program Manager. The annual budget total is \$41,950 and is based on a per day rate of \$4,195, inclusive of all staffing, independent contractors and training support activities identified below. Daily rate line item.

**d. Curriculum**

BAA will either purchase or develop up to 5 field, classroom and/or e-learning modules, books, and resources in support of the delivery of the Annual Training Plan. The total budget request for this category is \$20,000 and is based on BAA curriculum development methodology and **actual** costs of curriculum, books and resources. Cost reimbursable line item.

**e. Events**

The total annual budget is \$11,000. The BAA will plan, coordinate and deliver up to three special events during each fiscal year and will coordinate the delivery of working meals for designated internal meetings, workgroups and events. This item is inclusive of facility rentals, AV, supplies, and staffing for all events. Cost reimbursable line item.

**f. Hospitality**

The annual budget is \$17,040. This will include the cost of all working lunches used to conduct structured, facilitated discussions regarding the training activities. These learning meals can also include structured group activities related to the training as well as transfer of learning activities in which participants are asked to identify ways this training can and will be applied to their daily duties. This could also include limited provision for breakfast for initial training for new staff and the Title IV-E Intern Program, that facilitates/demonstrates engagement and relationship building that keeps in line with training objectives and best practice. Cost reimbursable line item.

**2. LCSW Clinical Supervision**

BAA will coordinate and deliver up to 16.7 days (100 hours) of clinical group supervision for identified Agency staff. The total annual budget is \$33,400, based on a per day rate of \$2,000, inclusive of all staffing, independent contractors and training support activities identified below. Daily rate line item.

**3. Gomez v. Saenz Appeal Process**

BAA will contract with expert hearing officers as needed to meet the State requirements governing the Gomez v. Saenz grievance process on 100% of cases that are reviewed and/or appealed. The total annual budget is \$13,000 and is inclusive of all staff, independent contractors needed to perform this service. Cost reimbursable line item.

**Indirect Rate**

The annual budget is \$577,912. The federally approved indirect rate for the Fresno State Foundation is 19%, however, the approved indirect rate for this contract is 8% of direct costs. Indirect costs can only be billed in the Child Welfare Staff Training budget.

**B. TRAINING SUPPORT SERVICES**

The BAA shall provide the following support services:

**1. Annual Training Plan**

- a. BAA will assign a Workforce Development Specialist to act as a liaison between contractor the FSC Workforce Development Team.
- b. In partnership with FCS, the Workforce Development Specialist will create and implement an annual training plan at the beginning of each fiscal year of the contract term that supports and insures the integration of Child Welfare practices with new and existing county and state mandates.
- c. WDS will document service planning on a shared spreadsheet that will be reviewed at monthly meetings.

- d. Workforce Development Specialist will meet regularly with the FCS Workforce Development Team to identify advanced training as well as vision for implementation

## **2. Trainers & Content Experts:**

- a. When necessary to present effective training, and in consultation with the FCS Program Manager, BAA will recruit content and training experts in the field to present training on topics or areas identified by FCS and BAA.
- b. BAA shall pay trainers for presentation and curriculum development fees and shall pay travel and per diem costs related to the training.

## **4. Training Materials**

Provide training related materials that include learning tools such as curriculum, books, videos, interactive exercises, flipchart pads, classroom posters and other training materials and expenditures as deemed appropriate for the training activity.

### **Flyers**

- a. Develop flyers to announce all training sessions and use other media as needed.
- b. Flyers will be provided 8-10 weeks ahead of trainings, at the minimum 6 weeks ahead.
- c. Training announcements shall reference applicable Federal outcomes.
- c. Prepare a monthly summary of upcoming training sessions and distribute it to FCS Supervisors at least one week prior to the first day of each month.

## **5. Training Sites**

BAA shall locate and contract for training sites for special event trainings.

## **6. Records**

- a. Prepare and maintain records of all training registrants, participants and no-shows, and provide individual training transcripts when requested.
- b. Register attendees for all contract-related training sessions.
- c. Maintain records of staff attendance and completion of training.
- d. Enter the above information into a database and produce three quarterly reports and one annual training report tracking BAA and non-BAA training hours.
- e. Classes with fewer than 15 participants (10 for smaller classes identified by the Department), confirmed two weeks prior to the class, may be subject to cancellation and rescheduling after consultation with the FCS Program Manager.

**Appendix B-2 - Calculation of Charges  
CSU, Fresno Foundation-Bay Area Academy  
July 1, 2024 to June 30, 2029**

**Budget Summary**

- I.** The Contract term will begin effective July 1, 2024 and end June 30, 2029.
- II.** Contractor shall submit invoices on a monthly basis, as specified in Appendix C. Invoices shall detail the days for each of the four rate deliverables: Classroom training (daily rate \$4,195), Field Based Learning (daily rate \$4,195), Technical Assistance (daily rate \$4,195) and Evaluation and Clinical Supervision (daily rate \$2,000). For the other line items, Contractor will submit supporting documentation as detailed in Appendix B-1, Budget Narrative.
- III.** The City and County of San Francisco agrees to pay the Contractor an annual total not to exceed \$577,912 and a total contract value of **\$2,889,560** for the term of this agreement.
- IV.** Contingent amount up to **\$288,956** may be available at the City's sole and absolute discretion.
- V.** The total contract will not exceed **\$3,178,516** for the period between July 1, 2024 and June 30, 2029.



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Office of Early Care  
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**MEMORANDUM**

**TO:** Dan Kaplan, Deputy Director for Finance and  
Administration, Human Service Agency

**FROM:** Esperanza Zapien, Director of Contracts  
Elizabeth Leone, Senior Contract Manager

**DATE:** March 22, 2024

**SUBJECT:** Sole Source Waiver Request: CSU Fresno Foundation for  
Bay Area Academy (BAA) Child Welfare Training 24-29

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We respectfully request approval for the attached sole source waiver for CSU Fresno Foundation (Supplier # 0000023773) for the provision of a child welfare training program.



**London Breed**  
Mayor

**Trent Rhorer**  
Executive Director

**Background**

Since 1994, the Department contracted with San Francisco State University, as the host agency for the Bay Area Training Academy, to provide trainings for child welfare staff to increase their knowledge and skills in the practice of culturally responsive child welfare and improve outcomes for children and families.

In June 2011, San Francisco State University declined to continue hosting the Bay Area Academy (BAA), citing financial cutbacks as the reason. The BAA, in conjunction with the State Department of Social Services, approached several other local universities, and was finally able as to reach a satisfactory hosting agreement with California State University Fresno/Foundation, under the umbrella of CCTA, to continue providing Title IV-E training to child welfare staff and foster parents. The California State University Fresno/Foundation has provided these services successfully since October 2011.

The State California Department of Social Services mandates that one of their four selected California Training Academies are used. The Bay Area Academy is the Northern California Training Academy which serves 12 counties in the Bay Area. In order to draw down the Title IV-E dollars, each academy is required to be affiliated with a University. CSU Fresno Foundation is the only current entity





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that has been identified by the state to provide the state mandated training in the 9-county Bay Area region.

We obtained the best possible price because the State Entitlement Program for Child Welfare has to come through established UC instructional rates. This has to do with the claiming of the State and Federal dollars. The price is reasonable because they are the mandated state rates.

The Bay Area Academy has provided these training services through and educational institution for over 20 years, since 1994. The last sole source was approved for the term July 1, 2019 to June 30, 2024. The new term of the new contract is *July 1, 2024 – June 30, 2029*.

Several local universities were approached to provide these services, and the Grantee was the only qualified educational institution willing to enter into a hosting agreement for these services with the Department.

HSA is proposing the following:

Request: To enter into a new contract with CSU Fresno Foundation for the provision of the Child Welfare Training program to run from July 1, 2024 through June 30, 2029.
Reason for this Request: Admin Code 21.5(b): No substitute for Product/Service and Only One Source (No Bid Required).
Brief description of services: The California State University, Fresno Foundation, in collaboration with the Central California Training Academy - Bay Area Academy (CCTA-BAA) will enhance the City and County of San Francisco's Human Services Agency's ability to deliver quality, culturally responsive services. A comprehensive child welfare training program will be offered that will increase Division of Family & Children's Services (FCS) staff knowledge and skills in the practice of public child welfare. Key to this objective is training that promotes Safety, Permanency and Wellbeing.
Duration: July 1, 2024 to June 30, 2029
<b>Contract Total Amount: \$2,889,560</b>
<b>10% Contingency: \$288,956</b>



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<b>Total Not-to-Exceed: \$3,178,516</b>
Funding: Federal and Local funding
Competition and Fairness: There is currently no competition for these services as they are the only vendor willing to enter into contract with the Human Services Agency. However, HSA is receiving a fair cost as CSU Fresno is charging the same rates as the other Bay Area county child welfare training programs.
Compliance: CSU Fresno is 12B compliant and an approved City Supplier.

For questions, please reach out to Elizabeth Leone, Senior Contract Manager at [elizabeth.leone@sfgov.org](mailto:elizabeth.leone@sfgov.org).

Approved                       Disapproved

DocuSigned by:

*Daniel Kaplan*                      3/22/2024

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Dan Kaplan, Deputy Director of Administration and Finance