



# AGENDA STAFF REPORT

Control: 26001160

**MEETING DATE:** 05/19/2026

**LEGAL ENTITY TAKING ACTION:** Board of Supervisors

**BOARD OF SUPERVISORS DISTRICT(S):** All Districts

**SUBMITTING AGENCY/DEPARTMENT:** OC Community Resources

**DEPARTMENT CONTACT PERSON(S):** Dylan Wright, 714-480-2788  
Renee Ramirez, 714-480-6483

**SUBJECT:** Renewal of Contract for Senior Community Service Employment Program

| CEO CONCUR | COUNTY COUNSEL REVIEW     | CLERK OF THE BOARD     |
|------------|---------------------------|------------------------|
| Concur     | Approve agreement to form | DISCUSSION             |
|            |                           | 3 Votes Board Majority |

|                                         |                                                       |                                             |
|-----------------------------------------|-------------------------------------------------------|---------------------------------------------|
| <b>Budgeted:</b> N/A                    | <b>Current Year Cost:</b> N/A                         | <b>Annual Cost:</b> FY 2026-27<br>\$826,838 |
| <b>Staffing Impact:</b> No              |                                                       | <b>Sole Source:</b> No                      |
| <b>Current Fiscal Year Revenue:</b> N/A | <b>Funding Source:</b> FED: Department of Labor: 100% | <b>County Audit in Last 3 years:</b> No     |

**Levine Act Review**

**Completed?** Yes

**Prior Board Action:** 5/20/2025 #41, 4/9/2024 #15, 6/6/2023 #35, 5/24/2022 #58

**RECOMMENDED ACTION(S):**

1. Authorize the County Procurement Officer or Deputized designee to execute Amendment Number Thirteen to Contract with Managed Career Solutions, SPC to renew the Contract for Title V Senior Community Service Employment Program services, in an amount not to exceed \$826,838, effective July 1, 2026, through June 30, 2027, for a revised cumulative total amount not to exceed \$4,100,227.
2. Authorize the County Procurement Officer or Deputized designee to execute future amendments to the Contract with Managed Career Solutions, SPC that either (1) are ministerial, non-material, or otherwise administrative in nature, program-specific and consistent with the original scope of work, as determined by the OC Community Resources Director or designee; or (2) increase the Contract amount up to the maximum annual allocation awarded by the California Department of Aging for the Contract term, without further Board of Supervisors action, provided all amendments are in accordance with applicable County policies, California Department of Aging guidance or regulations and State contract terms.
3. Authorize the County Procurement Officer or Deputized designee to review and approve subsequent subcontractor requests as necessary, pursuant to section 3.3-130 of the Contract Policy Manual, without further Board of Supervisors action, provided the County Procurement Officer or Deputized designee performs the required due diligence and establishes that the proposed subcontractor is qualified to perform services under the Contract, the addition of a subcontractor does not affect the

overall scope of work, and the addition of the subcontractor does not increase the Contract’s not to exceed amount.

**SUMMARY:**

Approval of Amendment Number Thirteen to renew the contract with Managed Career Solutions, SPC will continue to support Title V Senior Community Service Employment Program services for individuals 55 years and older in Orange County, for up to the number of eligible positions allocated by the California Department of Aging.

**BACKGROUND INFORMATION:**

The Title V Senior Community Service Employment Program (SCSEP) provides persons who are 55 years and older with subsidized, paid, part-time community service and work-based training opportunities at local public and nonprofit entities to help them gain experience and enhance employment skills. The program also assists participants transition to unsubsidized employment opportunities. In addition to training with the local host agencies, participants have access to a variety of supportive services, such as personal and job-related counseling, job search assistance and job referrals. SCSEP is a program funded by the U.S. Department of Labor (DOL). The California Department of Aging (CDA) acts as the passthrough agency for the program.

On May 24, 2022, and in response to Request for Proposals (RFP) #012-222711-NC, the Board of Supervisors (Board) approved contract Number MA-012-22011500| (Contract) with SER-Jobs for Progress, Inc.-San Joaquin Valley (SER) to provide SCSEP services for FY 2022-23.

On June 6, 2023, the Board approved the subsequent renewal for FY 2023-24. However, even with ongoing OCCR/OoA technical assistance during the contract, SER continued to have ongoing challenges in meeting Contract performance and fiscal standards throughout the Contract term. Therefore, on April 9, 2024 the Board authorized the Assignment, Assumption and Consent Agreement to transfer and assign the Contract for SCSEP to Managed Care Solutions, SPC (Contractor), effective April 16, 2024. On May 20, 2025, the Board approved the renewal of the Contract for FY 2025-26. See chart for details on prior Board actions and amendments.

**Prior Board Actions**

| <b>Board Meeting Date</b> | <b>Contract or Amendment Number</b> | <b>Contract Term</b> | <b>Maximum Obligation</b> | <b>Action</b>                                                                                                                                                                                                   |
|---------------------------|-------------------------------------|----------------------|---------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 5/24/2022                 | Original Contract MA-012-22011500   | 7/1/2022 – 6/30/2023 | \$801,269                 | Board approved Contract with SER.                                                                                                                                                                               |
| N/A                       | Amendment Number One                | 7/1/2022 – 6/30/2023 | \$808,567                 | Administratively executed on 7/1/2022 to increase the maximum obligation by \$7,298 and update Payment Compensation, Budget, Staffing Plan, Performance Standards and Federal Award Identification attachments. |

|          |                        |                      |             |                                                                                                                                                                                                                                                                                            |
|----------|------------------------|----------------------|-------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| N/A      | Amendment Number Two   | 7/1/2022 – 6/30/2023 | N/A         | Administratively executed on 1/24/2023 to update Paragraph 62, update Scope of Services and Payment Compensation attachments; added Exhibit 7 Civil Rights Laws Certification.                                                                                                             |
| N/A      | Amendment Number Three | N/A                  | N/A         | Amendment voided.*                                                                                                                                                                                                                                                                         |
| 6/6/2023 | Amendment Number Four  | 7/1/2023 – 6/30/2024 | \$1,617,134 | Board approved Contract renewal in the amount of \$808,567.                                                                                                                                                                                                                                |
| N/A      | Amendment Number Five  | 7/1/2022 – 6/30/2023 | N/A         | Administratively executed on 6/23/2023 to update Budget Schedule.                                                                                                                                                                                                                          |
| N/A      | Amendment Number Six   | 7/1/2023 – 6/30/2024 | \$1,617,133 | Administratively executed on 9/5/2023 to decrease the maximum obligation by \$1 and to amend Definitions and update Scope of Services, Payment Compensation and Budget attachments.                                                                                                        |
| N/A      | Amendment Number Seven | 7/1/2023 – 6/30/2024 | \$1,611,437 | Administratively executed on 12/28/2023 to decrease the maximum obligation by \$5,696 and update Payment Compensation and Budget attachments.                                                                                                                                              |
| 4/9/2024 | Amendment Number Eight | 7/1/2024 – 6/30/2025 | \$2,414,307 | Board approved Assignment to update contractor name from SER to Contractor, increase maximum obligation by \$802,870 and update Scope of Services, Payment Compensation, Budget, Staffing Plan, Performance Standards and Federal Award Identifications and replaced Exhibits 1 through 6. |
| N/A      | Amendment Number Nine  | 7/1/2023 – 6/30/2024 | N/A         | Administratively executed on 7/1/2024 to decrease FY 23-24 amount by \$22,518 with no change to the maximum obligation.**                                                                                                                                                                  |
| N/A      | Amendment Number Ten   | 7/1/2024 – 6/30/2025 | \$2,446,551 | Administratively executed to increase the maximum obligation by \$32,244 and update Scope of Work, Payment Compensation,                                                                                                                                                                   |

|           |                         |                      |             |                                                                                                                                                                                   |
|-----------|-------------------------|----------------------|-------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|           |                         |                      |             | Budget, Staffing Plan, Performance Standards and Federal Award Identification attachments.***                                                                                     |
| 5/20/2025 | Amendment Number Eleven | 7/1/2025 – 6/30/2026 | \$3,281,665 | Board approved Contract renewal in the amount of \$835,114 and update Payment Compensation, Budget, Staffing, Performance Standards and Federal Award Identification attachments. |
| N/A       | Amendment Number Twelve | 7/1/2025 – 6/30/2026 | \$3,273,389 | Administratively executed on 3/20/2026 to decrease maximum obligation by \$8,276 and update Payment Compensation, Budget, Staffing and Federal Award Identification attachments.  |

\*Amendment 3 was voided due to an administrative error in which Amendment 3 was started at the same time that Amendment 4 was also being prepared as the renewal. It was determined that it was not needed, therefore never executed.

\*\* Due to the contract assignment, the FY 2023-24 remaining allocation to MCS was updated once SER completed their fiscal reconciliation.

\*\*\*Maximum obligation was corrected due to error on previous amendment.

Contractor’s performance has been satisfactory and is currently on track to meet the core performance measure targets and in compliance with program requirements. OCCR/OoA uses SCSEP core measures set by DOL. OCCR/OoA uses all available program data, but specifically Service Level, Community Service and Most In Need, to evaluate Contractor’s effectiveness in serving employers, host agencies and project participants.

### Contractor Performance Measures

| Performance Measure                                                                                                           | FY 2025-26 Contract Goals (Current) | FY 2025-26 Year-to-Date Performance (July 2025-March 2026) | FY 2025-26 Year-to-Date Performance Status (July 2025-March 2026) | FY 2026-27 Contract Goals (Proposed) |
|-------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|------------------------------------------------------------|-------------------------------------------------------------------|--------------------------------------|
| Service Level - Compares the total participants served during entire program year to number of modified authorized positions. | 128.9%                              | 145.5%                                                     | Exceeding                                                         | 128.9%                               |
| Community Service - Compares total hours of paid community service to hours funded by the grant.                              | 62.7%                               | 44.9%                                                      | On track to meet                                                  | 62.7%                                |
| Most In Need - Number of barriers identified for each participant during program intake.                                      | 3.02                                | 3.09                                                       | Exceeding                                                         | 3.02                                 |

|                                                                                                                                                             |         |        |           |         |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|--------|-----------|---------|
| Quarter 2 Employment<br>The percentage of project participants who are in unsubsidized employment during the second quarter after exiting from the project. | 23.1%   | 50%    | Exceeding | 23.1%   |
| Quarter 4 Employment<br>The percentage of project participants who are in unsubsidized employment during the fourth quarter after exiting from the project. | 21%     | 33.3%  | Exceeding | 21%     |
| Median Earnings<br>The median earnings of project participants who are in unsubsidized employment during the second quarter after exit from the project     | \$3,524 | \$6912 | Exceeding | \$3,524 |

OCCR/OoA is now requesting Board approval of Amendment Number Thirteen to Contract with Contractor effective July 1, 2026, through June 30, 2027, for a revised cumulative amount of \$4,100,227. Under the California Code of Regulations, contract awards are limited to a one-year period with a maximum of three additional one-year renewals. Due to federal funding uncertainty and timing constraints, OCCR/OoA is proceeding with a renewal for FY 2026-27 based on guidance received from CDA which will ensure continuation of services. OCCR/OoA will complete a competitive solicitation during FY 2026-27 for services beginning July 1, 2027.

OCCR/OoA is also requesting delegated authority to execute future amendments to the Contract with the Contractor that are ministerial, non-material or administrative, program-specific and consistent with the original scope of work as determined by the OCCR Director, or designee, in accordance with applicable County policies, CDA guidance or regulations, state contract terms. Delegated authority is also requested to increase the Contract amount up to the maximum annual allocation from the CDA for the term of the Contract.

In addition, OCCR/OoA also requests delegated authority for the County Procurement Officer or a Deputized designee to review and approve future subcontractor requests pursuant to section 3.3-130 of the Contract Policy Manual, provided the County Procurement Officer or Deputized designee performs the required due diligence and establishes that the proposed subcontractor is qualified to perform services under the Contract, and the addition of a subcontractor does not affect the overall scope of work or increase the Contract's not to exceed amount.

OCCR/OoA has verified there are no concerns regarding the Contractor's ownership/name, litigation status or conflicts with County interests. The appropriate due diligence has been conducted and the non-profit has been verified to be in good standing. The Orange County Preference Policy is not applicable to this Contract.

The Contract does not currently include the use of subcontractors or pass through to other providers. However, due to the nature of the services and program needs, the addition of subcontractors may become necessary and may require prompt approval. If a request to approve a subcontractor would affect the overall scope of work and/or Contract amount, in excess of the Contract's not to exceed amount, or otherwise fall outside the scope of the authority granted, OCCR/OoA will bring the item back to the Board for approval.

In the past, subcontractor(s) have not been used for this Contract. See Attachment B for Contract Summary Form.

**FINANCIAL IMPACT:**

Appropriations for this Contract will be included in Budget Control 012 FY 2026-27 Budget.

The Contract includes a provision stating that the Contract is subject to, and contingent upon, applicable budgetary appropriations approved by the Board for each fiscal year during the term of the Contract. In the event funding is terminated or reduced, the County may terminate the Contract, reduce the County's maximum obligation or modify the Contract without penalty with 10 days' written notice.

**STAFFING IMPACT:**

N/A

**REVIEWING AGENCIES/DEPARTMENTS:**

N/A

**ATTACHMENTS:**

Attachment A - Amendment Number Thirteen to Contract No. MA-012-22011500 with Managed Career Solutions  
Attachment B - Contract Summary Form