

**EL DORADO COUNTY CALIFORNIA**  
**Chief Administrative Office**

September 10, 2007

Memo To: Board of Supervisors

From: Laura S. Gill, Chief Administrative Officer

*Laura A. Gill*

Subject: Contract Processing Timeline – Merced Manor/CF Merced Behavioral  
(Item #31 for Agenda of September 11, 2007)

Attached to this memo is a timeline prepared by the Procurement and Contracts Division that documents the actions associated with Amendment II to Agreement 200-S0811 with Merced Manor, Inc. The timeline covers the period between January 18, 2007 and September 5, 2007.

The Procurement and Contracts Manager and I are available to answer questions you may have concerning the timeline.

Copy: Bonnie H. Rich, Procurement and Contracts Manager

RECEIVED  
BOARD OF SUPERVISORS  
EL DORADO COUNTY

2007 SEP 10 PM 12:11

Contract Processing for Assignment Amendment of Contract #272-S0611 from  
Merced Manor, Inc. to CF Merced Behavioral, LLC. dba Country Villa Merced  
Behavioral Health Center

Date	Action
1/18/07	Received memo from Mental Health regarding letter from Country Villa Health Services Corporation. Letter dated December 14, 2006 and post marked January 15, 2007. Information from vendor was unclear and incomplete. Therefore, Procurement and Contracts returned the letter to Mental Health with a request to clarify what happened in the transaction from vendor and to submit a Contract Request Packet. Information returned to Mental Health 1/19/07.
2/22/07	Received telephone call from Mental Health regarding information received from vendor. Answers to questions provided to Mental Health.
04/6/07	Procurement and Contracts received a Contract Request Packet from Mental Health. The Department indicated that getting information from the vendor was extremely challenging. Information in the Contract Request Packet was still unclear and incomplete.
4/13/07	Placed telephone call to Senior Vice President/General Counsel of Country Villa Health Services to request information. Received no call back.
4/23/07	Placed telephone call to President of Country Villa Health Services to request information. Received no telephone call back.
4/26/07	Purchasing Agent requested justification for Amendment, in accordance with Board of Supervisors Policy C-17.
5/3/07	Placed second telephone call to Senior Vice President/General Counsel to request information. Received no telephone call back.
5/8/07	Received justification for Amendment from the Mental Health Department.
5/10/07	Placed telephone call to Financial Manager/Attorney to request information. Received telephone call back 5/15/07.

5/15/07 Received telephone call back from <sup>Financial</sup> ~~Financial~~ Manager/Attorney. Procurement and Contracts was told that Country Villa Services Corporation, dba Country Villa Health Services purchased Merced Manor, Inc. and was incorporating all operations of Merced Manor, Inc. into the operations of Country Villa Health Services Corporation. This was contrary to what was told to the Mental Health Department previously.

5/16/07 Purchasing Agent reviewed request for Amendment to determine if appropriate. Purchasing Agent approved the request to proceed with an Amendment.

5/18/07 Procurement and Contracts staff began working to find a qualified outside reviewer of the firms qualifications and ability to perform the services outlined in the Contract. A total of eight county government bodies were contacted.

6/4/07 Outside reviewer from San <sup>Joaquin</sup> ~~Jauquin~~ County Behavioral Health Services was secured.

6/6/07 Documentation submitted to San <sup>Joaquin</sup> ~~Jauquin~~ County for review.

6/7/07 Outside review of Country Villa Behavioral Health Center by San <sup>Joaquin</sup> ~~Jauquin~~ County was received by Purchasing.

6/8/07 Comments provided by reviewer submitted to the Purchasing Agent for review and to develop statement of findings.

7/17/07 Requested insurance from vendor via telephone.

8/14/07 Purchasing Agent findings submitted to department for Board Agenda submission.

8/16/07 Requested insurance from vendor via telephone and email.

8/22/07 Place follow-up call to vendor regarding insurance certificates.

8/24/07 Received inaccurate and incomplete insurance documentation from vendor. Requested revisions via telephone on the same day.

8/31/07 Received final insurance information from vendor. Documentation showed that Country Villa Health Services Corporation was not the insured. CF Merced <sup>Behavioral</sup> ~~Behavioral~~ LLC was the insured for General Liability and Crescent Facilities Operations, Inc was the insured for Workers Compensation.

8/31/07 Placed telephone call to Chief Financial Officer and Financial Manager regarding the transaction to purchase Merced Manor, Inc. because of the inconsistent insurance certificates. Placed telephone call to President of CF Merced Behavioral, LLC to determine appropriate action to take with the Amendment. The result of a conference call with the Chief Financial Officer and Senior Vice President was that Merced Behavioral, LLC dba County Villa Merced Behavioral Health Center, a subsidiary of Crescent Facilities Operations, Inc. purchased Merced Manor.

Procurement and Contracts met with County Counsel to seek a legal opinion on how to proceed with the Contract. County Counsel advised how to structure the Agreement and that a letter should be submitted to vendor with explicit signature instructions for the Assignor and Assignee on the Amendment. Procurement and Contracts met with Risk Management regarding insurance documentation.

Purchasing revised the contract to reflect Counsel opinions and drafted the letter as instructed by Counsel. Procurement and Contracts met with Risk Management and received approval of the contract.

9/4/07 Procurement and Contracts received approval of the Amendment and letter to vendor from County Counsel.

9/5/07 Submitted Amendment to Department for signature by Contract Administrator and Department Head. Received documents back the same day.

9/5/07 Mailed Amendment and letter to vendor via overnight delivery

**EL DORADO COUNTY**

**DEPARTMENT OF MENTAL HEALTH  
ADMINISTRATIVE OFFICE**



...PURCHASING RECEIVED

07 JAN 18 PM 4:05

John Bachman, PhD, Director  
Barry Wasserman, LCSW, Acting Deputy Director  
344 Placerville Drive, Suite 20  
Placerville, CA 95667  
Phone: (530) 621-6200  
Fax: (530) 622-3278

TO: Pam Carlone, Contract Specialist  
FROM: Tom Michaelson, Mental Health  
DATE: January 18, 2007  
SUBJECT: Letter re: Merced Manor

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Enclosed is a letter I received on January 17, 2007. The letter is dated December 14, but envelope is postmarked January 15. I'm not sure if an amendment is necessary.

Please let me know if you have any questions.

Thanks.

Enclosures

*Tom to send over Contract Reg. Packet 1/19/07*



**Country Villa  
Health Services**

*Established in 1969*

**Post Acute Care**  
Skilled Nursing  
Rehabilitation  
Assisted Living  
Subacute  
Management Services  
Consulting Services

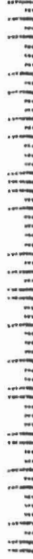
5120 West Goldleaf Circle  
Suite 400  
Los Angeles, CA 90056



neopost  
045J83080319  
\$0.390  
01/15/2007  
Mailed From: 90056  
US POSTAGE

County of El Dorado  
Department of Mental Health  
344 Placerville Drive, Suite 200  
Placerville, CA 95667  
Attention: Maternal Report.

95667+2920



County of El Dorado  
Department of Mental Health  
344 Placerville Drive, Suite 20  
Placerville, CA 95667  
Attention: Matthew Lepore, FAM

*Country Villa Services  
Conf*

December 14, 2006

To Whom It May Concern:

This correspondence will serve as notice that as of February 1, 2007, Country Villa Health Services ("Country Villa") assume will assume the responsibilities of Merced Manor, Inc ("Merced") under the Agreement between Merced and the County of Fresno executed on September 27, 2006 ("County Agreement"). Country Villa will assume managerial responsibilities pursuant to the Asset Purchase Agreement ("Agreement") dated October 17, 2006. Under this Agreement, Country Villa will assume the rights and responsibilities under the County Agreement. Please respond within ten (10) business days of the date of this letter to confirm your approval of this assignment. We will assume your approval of this assignment if we do not receive a response to this letter within ten (10) business days of the date of this letter.

Please feel free to contact me at (310) 574-3733 at extension 2146 with any questions or concerns you may have.

Regards,

Karen B. Siteman  
Senior Vice President/General Counsel

*Steven Reissman*

Bonnie H Rich /PV/EDC  
04/29/2007 02:35 PM

To John A Bachman/MH/EDC@TCP, Thomas P  
Michaelson/MH/EDC@TCP, Matthew L Le  
Pore/MH/EDC@TCP  
cc Dustin T Bailey/PV/EDC@TCP, Daniel J  
Lynch/PV/EDC@TCP  
bcc

Subject Agreement #272-S0611 Amendment II County Villa Merced

The Purchasing Agent is in receipt of your request to amend Agreement #272-S0611 with County Villa Merced Behavioral Health Center for the 24 hour special treatment program. The requested amendment is necessary because the original vendor under contract, Merced Behavioral Healthcare, was acquired by County villa Merced. The term of the contract is set to expire February 7, 2008 and has a total not to exceed amount of \$270,000.00..

In accordance with Board of Supervisors Policy C-17, please provide the following information:

1. what selection process, if any, was used to contract with this firm?
2. pursuant to Section 7.4.2 of the policy, please justify the department's need to amend this contract versus initiating a new one. ***Do nothing ....I will provide this language***.
3. pursuant to Section 7.10 of the policy, the Purchasing Agent must coordinate outside review of the firms ability to perform the needed services. Please identify for me an individual outside of your department (name, title, department name) that is qualified to judge the firms ability and qualifications. Once that outside review has been conducted, please forward the reviewers written response of his/her findings to me via e-mail.

Once all of these steps have been completed, I will provide you with specific language to include in your agenda item when submitting to Board for approval.

Dustin, please move forward with Counsel and Risk review of the subject amendment.

Bonnie H. Rich, Mgr of Procurement & Contracts  
El Dorado County  
Chief Administrative Office  
Procurement and Contracts Division  
(530)621-5940



Dustin T Bailey/PV/EDC  
06/06/2007 11:26 AM

To bolpin@sjcbhs.org  
cc Bonnie H Rich/PV/EDC, Thomas P Michaelson/MH/EDC  
bcc  
Subject Agreement with County Villa Merced (#272-S0611)

Mr. Olpin,

Thank you for offering to assist El Dorado County with the review of the vendor Merced Manor. Attached I have provided the following documents for your review: A copy of the contractual agreement between El Dorado County and Merced Manor. Contained within this document is the Scope of Services and other provisions specific to the service being provided.

As discussed, please review the document and provide the county with your assessment of Merced Manor's qualifications and ability to meet the current needs of the County. If you have any questions or need assistance, please don't hesitate to contact me directly.

Thank you,

Dustin T. Bailey  
Department Analyst II  
Chief Administrative Office  
Procurement and Contracts Division  
El Dorado County  
Phone: (530) 621-5833  
Fax: (530) 295-2537



272s0611.PDF

Dustin Bailey  
Department Analyst  
Chief Administrative Office  
El Dorado County

Mr. Bailey,

I regards to you inquiry re: Country Villa Behavioral Health Center. I have worked with Country Villa in their capacity providing services to San Joaquin County for 8 years. They have always maintained an excellent working collaborative with us.

They maintain a professional staff that provide services with appropriate documentation and confidentiality regarding consumers PHI. The record keeping at the facility has never been a cause for concern.

The staff provide services in an appropriate manner with a high regard for consumers and their needs. This facility has always met or exceeded our expectations in treatment of our consumers.

If I can be of any further assistance in the matter please feel free to call me at (209) 468-8880

Sincerely,

***Billy Olpin***

Billy Olpin MSW

San Joaquin County Behavioral Health Svcs,  
Master of Social Work



"Chris Pender"  
<chrisp@countryvillahealth.com>  
m>

08/31/2007 12:06 PM

To <Dustin.bailey@edcgov.us>

cc "Chris Pender" <chrisp@countryvillahealth.com>

bcc

Subject FW: Status of Merced Behavioral/ Monterey Certs

Dustin:

Sorry for the delay. If there are any problems please contact Joel Saltzburg.

Chris Pender  
chrisp@countryvillahealth.com,  
,

-----Original Message-----

**From:** ascott@HamiltonInsurance.com [mailto:ascott@HamiltonInsurance.com]

**Sent:** Thursday, August 30, 2007 6:15 PM

**To:** Chris Pender

**Subject:** RE: Status of Merced Behavioral/ Monterey Certs

Please see the attached.

If you have any questions, please call or email.

Thanks!

*Alex*

Alexandra Scott, CIC  
Senior Account Executive  
Alan J. Zuccari, Inc. t/a  
Hamilton Insurance Agency  
4100 Monument Corner Drive  
Suite 500  
Fairfax, VA 22030  
703-359-8100 ext. 226 - Office  
703-359-8108 - Fax

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# *The County of El Dorado*

*Chief Administrative Office*

*Laura S. Gill, Chief Administrative Officer*

**Procurement & Contracts Division**

*Bonnie H. Rich, Manager of Procurement & Contracts*

*Phone (530)621-5830 Fax (530)295-2537*

August 31, 2007

**CF MERCED BEHAVIORAL, LLC  
DBA COUNTRY VILLA MERCED BEHAVIORAL HEALTH CENTER  
ATTN: JOEL SALTZBURG  
1255 B STREET  
MERCED, CA 95340**

Enclosed for signature is your Agreement #272-S0611 Amendment II with El Dorado County to obtain a Contractor to provide twenty four (24) hour special treatment programs for clients of the Mental Health Department. At your request, El Dorado County has prepared the attached Agreement to assign the subject Agreement with Merced Manor, Inc. to CF Merced Behavioral, LLC, doing business as Country Villa Merced Behavioral Health Center.

The correspondence your organization has sent to El Dorado County have been unclear and the verbal conversations your organization has had with County staff appears to be inconsistent. Due to this lack of clarity regarding the transaction that took place in the acquisition of Merced Manor, Inc., County is proposing that the President of CF Merced Behavioral, LLC sign the enclosed Agreement *and* said Agreement must also be signed by the President of Merced Manor, Inc. The only other option would be to terminate the existing Agreement with Merced Manor and initiate a new Agreement with CF Merced Behavioral.

Please have **BOTH** original documents signed and return to this office with the following documents:

1. California Form 590, Withholding Exemption Certificate, enclosed.
2. Form W-9, Request for Taxpayer Identification Number and Certification, enclosed.

**Note:** Also be sure and have the corporate secretary from BOTH organizations sign both originals.

We are requesting that you expedite the signature of this contract to minimize further delays. If you have any questions or need further clarification, don't hesitate to contact me at (530) 621-5833. When the agreement is approved by the County, a fully executed original will be forwarded to you with authorization to proceed with services.

Respectfully,

A handwritten signature in dark ink, appearing to read "Dustin T. Bailey", is written over a horizontal line.

Dustin T. Bailey  
Department Analyst II

330 Fair Lane  
Placerville, CA 95667