



## Legislation Text

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**File #:** 24-0556, **Version:** 1

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Health and Human Services Agency (HHS) recommending the Board:

- 1) Make findings that the provision of travel booking services provided by Contractor are in the public's best interest and that there are specialty skills, qualifications, and equipment not expressly identified in County classifications involved in the performance of the work in accordance with El Dorado County Ordinance Code, Chapter 3.13.030(B), El Dorado County Charter, Section 210(b)(6), and/or Government Code Section 31000;
- 2) Approve and authorize the Chair to sign revenue-generating Agreement for Services 8584 with Collette Travel Service, Inc. for the term of one year, from July 1, 2024, through June 30, 2025, with no maximum obligation established due to the compensation (commission) included in the Agreement being County generated revenue;
- 3) Authorize the Purchasing Agent to execute amendments relating to Agreement 8584, contingent upon approval by County Counsel and Risk Management, which do not increase the Net County Cost; and
- 4) Authorize the HHS Director, Chief Assistant Director, or Assistant Director of Human Services to execute programmatic, administrative, and fiscal documents relating to Agreement 8584.

**FUNDING:** 100% Revenue to HHS from commission paid by Collette Travel Service, Inc.

### **DISCUSSION / BACKGROUND:**

HHS Community Services Division Area Agency on Aging (AAA) administers the Senior Activities Program for local seniors over the age of 60. While the Senior Activities Program is not mandated, the program provides an array of services to complement mandated AAA programs, such as exercise classes, arts and crafts, travel, volunteer opportunities and skill building classes. El Dorado County's senior population is very active and enjoys participating in meaningful activities within the widest range of civic, cultural, education and recreational opportunities. The purpose of these activities is to reduce social isolation and to support El Dorado County's seniors' independence.

Since 2006, HHS has contracted with Collette Travel Service, Inc. to provide coordinated group travel to El Dorado County residents, ages 60 and older. While many residents prefer to travel locally, some also enjoy traveling with a trusted vendor, to diverse destinations worldwide. Collette Travel Service, Inc. offers a wide range of package tours to local senior travelers and takes care of all aspects of the trip from the traveler's initial pick-up to their final drop-off at home. Collette Travel Service, Inc. coordinates all travel destinations, arrangements, activities, reservations, travel and passport paperwork, and final bookings for travelers.

Currently, Collette Travel Service, Inc. hosts approximately seven trips annually for HHS's AAA Senior Activities Program clients, with trips ranging from \$3,000-\$9,000 per person. All trips are booked and paid for by the traveler (referred to as participant in the Agreement), which generates a small commission that is paid to HHS Community Services by Collette Travel Service, Inc.

Since 2005, the County has executed multiple non-financial agreements with this vendor to ensure

that AAA Senior clients had access to a qualified travel service provider to help them with their travel and vacation reservation needs. This proposed Agreement 8584 with Collette Travel Service, Inc. presented in this agenda item is a renewal of Agreement 5466, which was executed by the Purchasing Agent for the term of July 1, 2021, through June 30, 2024. During the renewal agreement conversations with Collette Travel Services Inc., HHSA discovered that typically a small annual commission is earned through the agreements that is generated through the travel booking commissions. Consequently, over the next year, HHSA intends to issue a competitive bid to solicit additional travel service providers to expand the Senior client's travel service options.

To ensure continuity of the travel services currently being offered to AAA Seniors by this vendor, HHSA recommends the Board approve of renewal Agreement 8584. HHSA AAA is projecting up to \$5,000 in commission to be generated during the one-year term of this proposed agreement during Fiscal Year 2024-25, as the travel program is being marketed. The one-year term will allow continuity of travel services while a competitive bid is being processed.

**ALTERNATIVES:**

Should the Board decline to approve the recommended Agreement with Collette Travel Service, Inc., HHSA AAA will no longer have a trusted provider to coordinate worldwide travel services for our seniors, whose population is growing in El Dorado County.

**PRIOR BOARD ACTION:**

N/A

**OTHER DEPARTMENT / AGENCY INVOLVEMENT:**

Approved by County Counsel and Risk Management.

**CAO RECOMMENDATION:**

Approve as recommended.

**FINANCIAL IMPACT:**

There is no Net County Cost associated with this agenda item. All travel and activity costs outlined in this Agreement are fully funded by program participants and there is no County expenditure for services provided through this Agreement. County receives revenue through commission paid by Contractor to HHSA through this Agreement for travel booking services. The estimated amount of commission HHSA expects to receive through this Revenue Agreement is up to \$5,000.

**CLERK OF THE BOARD FOLLOW UP ACTIONS**

Clerk of the Board to obtain signature of Chair on one original Revenue Agreement for Services 8584.

**STRATEGIC PLAN COMPONENT:**

N/A

**CONTACT**

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