

January 30, 2006

TO: Senior Services Advisory Council

FROM: Procurement and Monitoring Committee (PMC), by Patti Little

SUBJECT: Elder Help Program

Background: On October 13, 2005, The Elder Help Coordinator, Amy Raven, submitted her letter of resignation. A few days later, Sue Maddron, a recently retired S&DS case manager, contacted the agency and asked to be considered for the position vacated by Ms. Raven. Based on the below listed criteria, S&SD entered into a contract with Sue Maddron for the coordination of the Elder Help program between October 22, 2005 and June 30, 2006.

- The need to fill the position quickly to ensure that the program remained intact and that preparations for the program's annual December Potluck occurred;
- State and Federal statutes allow for the immediate filling of positions under similar conditions;
- Sue Maddron, with more than 31 years of experience as a case manager (21 with S&DS and 10 with AFS), was qualified to serve as the Elder Help Coordinator, interested in the position, and understood S&DS internal policies.

A member of the Procurement and Monitoring Committee conducted a site visit at the Elder Help Holiday Potluck. The results of the site visit were reviewed with the full committee on January 24, 2006. The site visit reported stated that Ms. Maddron had done a wonderful job in organizing the potluck event on very short notice. Furthermore, she seemed to be well acquainted with both the Elder Help volunteers and clients and had established a good relationship with both. It was also noted that since December, Ms. Maddron has trained five new volunteers for the program, and plans to expand the program to cover the Florence and Oakridge area in the near future.

Based on the below listed facts, the PMC makes the recommendation at the end of this memo.

- The recommended FY 2006-07 Elder Help allocation is well under the State and Federal dollar amount required for a Request for Proposal (RFP);
- Ms. Maddron is qualified to serve as the Elder Help Coordinator and is currently doing an excellent job;
- The program is unique and its continuity will be better served if the current program coordinator remains in place; and
- The fact that the last time a RFP occurred for the program, it was a sole source situation with only the program coordinator submitting an application.

Requested Action:

PMC recommends that the SSAC recommend to LCOG the no RFP be conducted for the Elder Help Program and that the contract continue to be awarded to Sue Maddron, contingent on the submission of acceptable yearly continuation contract proposals.