

# FOR YOUR INFORMATION

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| FYI   | FYI   | FYI | FYI | FYI | FYI | FYI | FYI | FYI   | FYI      |
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## OUTSTATION AGREEMENT PROCEDURES

Outstation Agreements are used for Department of Children and Family Services (DCFS) staff who are physically located in other County facilities or “non-County” facilities (i.e. schools, Boys & Girls Clubs, police departments, etc.). These gratis (courtesy) agreements allow the Department to share workspace with other County departments and agencies, and help DCFS build relationships with its partners in order to provide better services to children.

### TYPES OF OUTSTATION AGREEMENTS

- **License and Operational Agreements:** Outstation agreements are between DCFS and non-County entities.
- **Operational Agreements:** Operational agreements are with non-County agencies, and typically cover employees without a workstation (e.g., churches).
- **Memoranda of Understanding (MOU):** An MOU is an outstation agreement between two (2) Los Angeles County departments.

The local manager for each facility is responsible for processing these agreements and for obtaining the Director’s approval.

### PROCESS FOR LICENSE AND OPERATIONAL AGREEMENTS (NON-COUNTY ENTITIES AGREEMENTS)

The manager must:

- Use the Chief Executive Office, Real Estate Division’s (CEO-RED) approved templates to prepare the License and Operational Agreements -- and include the necessary language pertaining to the services that both agencies have agreed to provide.
- Send an electronic copy of the agreement(s) to CEO-RED, Lease Acquisitions contact person Gaynor Watts, at [gwatts@ceo.lacounty.gov](mailto:gwatts@ceo.lacounty.gov) for review of the agreement language and approval prior to obtaining signatures.
- Upon CEO-RED approval, submit the documents via email to DCFS County Counsel David Beaudet, at [dbeaudet@counsel.lacounty.gov](mailto:dbeaudet@counsel.lacounty.gov) for review and approval.
- Upon DCFS County Counsel approval, print three (3) copies of each License Agreement and three (3) copies of each Operational Agreement, and obtain the non-County agency’s original signatures on each document.
- Prepare a package containing a cover memo and all of the signed agreements and forward it to

the Director for approval and signature.

- Upon the Director's approval signature, forward all original documents to the CEO-RED, Gaynor Watts, Lease Acquisitions, to secure final signatures by the CEO, DCFS County Counsel, and the Registrar-Recorder. The CEO-RED will contact the manager to arrange for pick up of the signed documents.
- Send copies of all documents to the Contracts Administration Division (CAD), and file a copy in the requesting office's file.

#### PROCESS FOR OPERATIONAL AGREEMENTS

The manager must:

- Use the CEO-RED approved templates to prepare the Operational Agreements, and include the necessary language pertaining to the services that both agencies have agreed to provide.
- Submit the documents via e-mail to DCFS County Counsel for review and approval.
- Upon DCFS County Counsel approval, print three (3) copies of each Operational Agreement, and obtain the non-County agency's original signatures on each document.
- Prepare a package containing a cover memo and all of the signed agreements and forward it to the Director for approval and signature.
- Upon Director approval, file a copy in the requesting office's file and send copies to the CAD and the non-County agency.

#### PROCESS FOR MEMORANDA OF UNDERSTANDING (MOUs)

The manager must:

- Create the template of the MOU between the two (2) Los Angeles County facilities, ensuring to include the specific agreed-upon details (i.e., workspace, telephone requirements, computers, etc).
- Email the MOU to DCFS County Counsel for review and approval.
- Once approved by DCFS County Counsel, print three (3) copies of each MOU, and obtain the other County department's original signature on each document.
- Prepare a package containing a cover memo and all of the signed agreement(s) and forward it to the Director for approval and signature on all documents.
- Upon Director's approval signature, file a copy in requesting office's file and send copies to the CAD and the agency.

## ADDITIONAL INFORMATION

- For additional information on approval of License Outstation Agreements, contact the CEO-RED at (213) 974-4262.
- For additional information on approval of Operational and MOU Agreements, contact your regional management.
- All documents must contain original signatures.
- Each Program is responsible for renewing each Outstation Agreement before its expiration.
- Sample templates of License, Operational and MOU Agreements are located online at:

[License Agreement template](#)

[Operational Agreement template](#)

[MOU Search Engine](#)



If you have any questions regarding this release please e-mail your question to:

[Policy@dcfs.lacounty.gov](mailto:Policy@dcfs.lacounty.gov)