



AGENDA SUBMITTAL TO SOLANO COUNTY BOARD OF SUPERVISORS

ITEM TITLE Approve the Probation Department's Master List of contracts and amendments totaling \$319,798 effective July 1, 2011; Authorize the County Administrator to execute the approved contract and amendments; and Authorize the Director of Probation to approve and execute any future contract amendments that remain within budgeted appropriations or are limited to minor modifications to scope of services and/or terms and conditions		BOARD MEETING DATE June 14, 2011	AGENDA NUMBER 15
Dept: Contact: Extension:	Probation Isabelle Voit, Director of Probation 4803	Supervisorial District Number ALL	
Published Notice Required?		Yes _____	No <u> X </u>
Public Hearing Required?		Yes _____	No <u> X </u>

DEPARTMENTAL RECOMMENDATION:

The Director of Probation recommends that the Board of Supervisors:

- [1] Approve the Probation Department's FY2011/12 Master List of contracts and amendments totaling \$319,798 effective July 1, 2011 which are further delineated in Attachment A; and
- [2] Authorize the County Administrator to execute the approved contract and amendments, and the Director of Probation to approve and execute any future contract amendments that remain within budgeted appropriations or are limited to minor modifications to scope of services and/or terms and conditions.

SUMMARY:

The table below represents routine departmental services that exceed \$50,000 in compensation requiring Board approval to continue in accordance with the County Purchasing Manual.

Service Provider	Action	Duration	Contract Amount Through FY2010/11	Additional Amount for FY2011/12	General Fund Amount	Non-General Fund Amount	Total Contract Amount
ISD Corporation	Contract Renewal	Renews agreement through 6/30/2012	\$ 98,694	\$ 114,798	\$ 114,798	\$ 0	\$ 114,798
Aramark Correctional Svcs	Amendment	Extends current contract through 6/30/2012	\$ 1,500,000	\$ 150,000	\$ 73,500	\$ 76,500	\$ 1,650,000
Seneca Center for Children & Families	Amendment	Extends current contract through 6/30/2012	\$ 405,000	\$ 55,000	\$ 0	\$ 55,000	\$ 460,000
Totals			\$ 2,003,694	\$ 319,798	\$ 188,298	\$ 131,500	\$ 2,224,798

FINANCING:

The FY2011/12 cost for routine contracts on the Department's Master List of contracts and amendments (Attachment A) totals \$619,421, of which approval for \$319,798 is requested under this Item in the form of renewals and amendments. The remaining \$299,623 represents the County's existing obligation under multi-year contracts.

These contracts would be funded in the Department's FY2011/12 Requested Budget as follows: ISD Corporation, \$114,798 in General Fund monies (Attachment B); Aramark Correctional Services, \$219,538 in General Fund monies and \$185,355 in Federal and State funds and \$39,730 in Juvenile Detention Facility support fees (Attachment C); and, Seneca Center for Children and Families, \$60,000 in State funds (Attachment D).

The adoption of these contracts and amendments for the next fiscal year prior to the budget hearing does not restrict nor otherwise limit the Board's ability to authorize funding, for any approved contract. The County's Standard Contract allows for the County to terminate or amend a contract in the event that funding becomes unavailable to the County during the term of the contract.

DISCUSSION:

Due to the nature of these services, the Department wishes to present to the Board its collective ongoing and routine service contracts. A brief description of each contract or amendment is provided below.

ISD Corporation

The current case management software maintenance agreement will expire on June 30, 2011. Due to the proprietary nature of the CASE Management System, the Department must seek maintenance services provided exclusively by ISD Corporation and therefore the services are exempt from the competitive bid process. The CASE Management System is used by Probation and other County departments (i.e., the Sheriff and District Attorney) and local law enforcement agencies (i.e., city police departments, Solano Narcotic Enforcement Task Force, etc.) in the performance of their duties. A maintenance agreement is necessary to allow for continued consulting, technical and programming services related to software application fixes and modifications, ensuring system reliance. Although the software would continue to function without a new maintenance agreement, software applications often require patches and/or fixes to resolve programming issues which may slow down or corrupt the system. In addition, without a new maintenance agreement, the Department may be unable to integrate any new features (e.g., file scanning) or add a detention facility module to the CASE Management System.

Changes from Prior Agreement: The new agreement adds maintenance and support for the recent OffenderLink integration project which accounts for a portion of the monetary increase. The remainder reflects the vendor's annual price increase.

Aramark Correctional Services

The Department is tasked with feeding minors detained in its Juvenile Detention Institutions. As the result of a Request for Proposal issued by the Department in 2008, Aramark Correctional Services was awarded a contract to provide food service management and oversight to the County Juvenile Detention Institutions. In June 2009, the scope of work was amended to reflect use of the more economical cook chill method in which Aramark prepares, portions food into trays, transports, stores, and distributes meals to minors. Specifically, Aramark prepares meals at the Alameda County Jail using the cook chill process, trays the meals, and then ships the prepared food trays by refrigerated vehicles to the Juvenile Detention Facility several times per week, where the prepared food trays are stored on-site in County refrigerated store rooms. Aramark provides one on-site manager to coordinate and manage all aspects of the food service operations and three on-site food service workers. Aramark on-site employees heat the prepared food trays according to service date and distribute to minors. Aramark utilizes county-owned equipment necessary to store, heat and transport the prepared food. The current food management services contract will expire on June 30, 2011 and the recommended one-year extension provides for continued mandated services and is necessary to provide nutritious, basic meals to wards entrusted to County care.

Changes to Contract: There are no significant changes to the Contract.

Seneca Center for Children and Families

As the result of a joint Request for Proposal issued in March 2006 by the Department and the Department of Health and Social Services, Seneca Center for Children and Families (Seneca Center) was awarded a contract to provide county referred minors and their families with in-home crisis intervention services with the goal of family stabilization. Seneca Center provides individual/group/family counseling and case management activities to eligible clients under the County's Family Preservation program using a two-tiered continuum of services, implementing an evidence-based practice model (i.e., Functional Family Therapy) that includes a mental health component and a traditional family preservation model. The current in-home crisis intervention services contract will expire at close of business on June 30, 2011 and the recommended one-year extension provides for continued program services to minors and their families and is necessary to strengthen and support families so at-risk children may remain in the home. In anticipation of continued state funding, the Department may issue a new RFP in FY2011/12 for the following fiscal year.

Changes to Contract: There are no significant changes to the Contract.

ALTERNATIVES:

The Board of Supervisors could choose:

- [1] Not to approve some or all of the contracts or amendments; however, this alternative is not recommended since non approval by the Board will require Probation to seek additional qualified service providers through an RFP process which may result in an interruption of vital and/or mandated services provided to the Department; and/or

- [2] To address some or all of these contracts individually; however, this alternative is not warranted as these services are ongoing and routine in nature and are essentially unchanged from year to year and would require the Department to present individual board agenda items; and/or
- [3] Not to authorize the Director of Probation to approve and execute any future contract amendments; however, this alternative is not practical as it would require the Department to request Board approval for routine matters such as minor changes to scope of services. Furthermore, over the last five years, the Board has granted the Director of Probation authority over these responsibilities.

OTHER AGENCY INVOLVEMENT:

County Counsel has reviewed and approved the contracts and amendments as to form and where applicable, the County Risk Manager has reviewed and approved the insurance provisions. The County Administrator's Office has reviewed this report and concurs with Department's recommendation.

CAO RECOMMENDATION:

APPROVE DEPARTMENT
RECOMMENDATION

DEPARTMENT HEAD SIGNATURE:



Isabelle Voit, Chief Probation Officer/Director of Probation

- Attachment A: FY2011/12 Master List of Contracts and Amendments, page 5
Attachment B: Copy ISD Corporation Agreement, pages 6 - 22
Attachment C: Copy of Aramark Correctional Services Amendment 2, page 23
Attachment D: Copy of Seneca Center Amendment 6, pages 24-25