



AGENDA SUBMITTAL TO SOLANO COUNTY BOARD OF SUPERVISORS

ITEM TITLE Approve one new contract and five contract amendments totaling \$508,478; Authorize the County Administrator to sign the contract and amendments; and Authorize the Solano County Sheriff or his designee to execute any FY2011/12 amendments to the contract and amendments that remain within budgeted appropriations		BOARD MEETING DATE June 14, 2011	AGENDA NUMBER 16
Dept: Contact: Extension:	Sheriff's Office Michael Medvedoff Director of Administrative Services 7048	Supervisorial District Number ALL	
	Published Notice Required?	Yes _____	No <u> X </u> _____
	Public Hearing Required?	Yes _____	No <u> X </u> _____

DEPARTMENTAL RECOMMENDATION:

The Sheriff-Coroner's Office recommends the Board of Supervisors:

1. Approve one new contract and five contract amendments totaling \$508,478;
2. Authorize the County Administrator to sign the contract and amendments; and
3. Authorize the Solano County Sheriff or his designee to execute any FY2011/12 amendments to the contract and amendments that remain within budgeted appropriations.

SUMMARY:

Table A below consolidates into one list, six individual contracts for ongoing and/or routine departmental services and includes pertinent contract characteristics. Each contract's value equals or exceeds \$50,000 and accordingly requires Board approval per the County Purchasing and Contracting Policy Manual.

The combined cost for the additional services totals \$508,478 of which \$300,000 is associated with executing one new contract for a three year term and \$208,478 is associated with extending the contract term of five existing contracts by one year.

FINANCING:

Table A identifies the contract funding source and the appropriations requested in FY2011/12 budget. The FY2011/12 requested appropriations total \$335,478 of which \$83,180 will be paid by the General Fund and \$252,298 will be paid by the Inmate Welfare Fund (IWF).

Appropriations totaling \$83,180 represent the anticipated cost of services to be provided by Nancy Frye, Steve Tibbetts and Frank Scalerio, Jr. and are included in the FY2011/12 Requested Budget.

Appropriations totaling \$252,298 represent the anticipated cost for services provided by Legal Research Associates, Solano County Office of Education and The Wright Institute and are included in the IWF FY2011/12 Requested Budget. These costs will be completely borne by the IWF with no General Fund contribution required. California Penal Code §4025 allows the Sheriff to expend IWF funds to pay for the cost of these services that benefit and improve inmate welfare. The IWF Committee has recommended and the Sheriff has approved the use of IWF funds to pay for these services.

DISCUSSION:

The Sheriff currently procures services from each of these vendors, finds each has continuously provided satisfactory services, and requests continuation of services either with a one year extension or with a new three year contract. In these instances County Purchasing Policy regarding professional consultants supports the recommended contract activity. A brief description of each contract service is submitted below.

Nancy Frye and Steve Tibbetts – Both provide pre-employment background investigations including:

- 1) Pre-employment background investigations;
- 2) Computerized voice stress analysis evaluations;
- 3) Background checks; and
- 4) Final Investigative reports.

Frank Scalerio, Jr. – Provides:

- 1) Pre-employment clinical assessments; and
- 2) Crisis intervention consultation and debriefing.

Legal Research Associates – Provides legal research services to inmates.

Solano County Office of Education - Provides programs to prepare inmates for taking general equivalency diploma exam and improving literacy skills.

The Wright Institute – Provides individual inmate counseling.

Table A – Consolidated Contract List

Contract Characteristics							Fund Source & Appropriations Requested in FY2011/12 Budget	
Service Provider	Contract Type	Action	Current Contract Amount (\$)	New Contract Amount (\$)	Increased Contract Amount (\$)	Total Contract Amount (\$)	General Fund (\$)	Inmate Welfare Fund (\$)
Nancy Frye	Amendment	Extend contract term 1 year through 06/30/2012	74,921	N/A	37,980	112,901	37,980	N/A
Steve Tibbetts	Amendment	Extend contract term 1 year through 06/30/2012	42,200	N/A	35,200	77,400	35,200	N/A
Frank Scalerio, Jr.	Amendment	Extend contract term 1 year through 06/30/2012	40,000	N/A	10,000	50,000	10,000	N/A
Legal Research Associates	New	Approve contract for term of 07/01/2011 through 06/31/2014	582,000 (expires 6/30/11)	300,000	N/A	300,000	N/A	127,000
Solano County Office of Education	Amendment	Extend contract term 1 year through 06/30/2012	247,812	N/A	82,598	330,410	N/A	82,598
Wright Institute	Amendment	Extend contract term 1 year through 06/30/2012	42,700	N/A	42,700	85,400	N/A	42,700
Sub-Totals			1,029,633	300,000	208,478	956,111	83,180	252,298
Total Cost of Additional Services Requested				508,478				
Total Appropriations Requested in FY2011/12 budget							335,478	

ALTERNATIVES:

The Board may elect not to approve these contracts. This is not recommended as the Sheriff's Office does not have the internal staff to provide such services, and it is unfeasible to hire and train such a staff.

OTHER AGENCY INVOLVEMENT:

County Counsel approves this contract as to form.

CAO RECOMMENDATION:

APPROVE DEPARTMENT
RECOMMENDATION

DEPARTMENT HEAD SIGNATURE:


Gary R. Stanton
Sheriff-Coroner

- Attachment A: FY2010/11 Consolidated List of Contract and Contract Amendments, Page 5
- Attachment B: Third Amendment to the Contract with Nancy Frye, Pages 6-7
- Attachment C: Copy of Second Amendment to the Contract with Nancy Frye, Page 8
- Attachment D: Copy of First Amendment to the Contract with Nancy Frye, Page 9
- Attachment E: Copy of Contract with Nancy Frye, Pages 10-19
- Attachment F: Second Amendment to the Contract with Steve Tibbetts, Pages 20-21
- Attachment G: Copy of the First Amendment to the Contract with Steve Tibbetts, Pages 22-23
- Attachment H: Copy of the Contract with Steve Tibbetts, Pages 24-33
- Attachment I: Third Amendment to the Contract with Frank Scalercio, Jr., Page 34
- Attachment J: Copy of Second Amendment to the Contract with Frank Scalercio, Jr., Page 35
- Attachment K: Copy of First Amendment to the Contract with Frank Scalercio, Jr., Page 36
- Attachment L: Copy of Contract with Frank Scalercio, Jr., Pages 37-53
- Attachment M: Contract with Legal Research Associates, Pages 54-68
- Attachment N: Third Amendment to the Contract with the Solano County Office of Education, Pages 69-70
- Attachment O: Copy of the Second Amendment to the Contract with the Solano County Office of Education, Pages 71-73
- Attachment P: Copy of the First Amendment to the Contract with the Solano County Office of Education, Pages 74-75
- Attachment Q: Copy of the Contract with the Solano County Office of Education, Pages 76-92
- Attachment R: First Amendment to the Contract with the Wright Institute, Pages 93-94
- Attachment S: Copy of the Contract with the Wright Institute, Pages 95-109