

**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

226



FROM: PROBATION DEPARTMENT

SUBMITTAL DATE:
June 18, 2004

SUBJECT: APPROVAL OF PROFESSIONAL SERVICE AGREEMENT AMENDMENT WITH CALIFORNIA STATE UNIVERSITY SAN BERNARDINO

RECOMMENDED MOTION:

1. Approve a sole source amendment to extend the professional services agreement with California State University San Bernardino for JJCPA evaluations in the amount of \$175,000, and authorize the Chairman to execute the amendment on behalf of the County.
2. Receive and file the attached Evaluation Report dated January 2004.

BACKGROUND: Through the RFP process, Riverside County Purchasing awarded a professional services agreement in the amount of \$300,000 to California State University San Bernardino (CSUSB) in FY 2001/02. CSUSB's obligation under this agreement was to (1) measure the Juvenile Justice Crime Prevention Act program effectiveness in meeting specific outcome objectives set by the original AB1913 legislation, and (2) provide annual reports to the State and County on outcomes. The agreement has been amended twice, in FY 2002/03 and FY 2003/04 in the amount of \$225,000 for each year.

Continued...

Marie Whittington
Marie Whittington, Chief Probation Officer

FINANCIAL DATA	Current F.Y. Total Cost:	\$ 175,000	In Current Year Budget:	YES
	Current F.Y. Net County Cost:	\$ 0	Budget Adjustment:	NO
	Annual Net County Cost:	\$ 0	For Fiscal Year:	2003/04

SOURCE OF FUNDS: 100% State Funds (JJCPA)	Positions To Be Deleted Per A-30	<input type="checkbox"/>
	Requires 4/5 Vote	<input type="checkbox"/>

C.E.O. RECOMMENDATION: **APPROVE**

County Executive Office Signature *Sally A. Beaman*

Dep't Recomm.: Consent Policy
Per Exec. Ofc.: Consent Policy

Prev. Agn. Ref.: 3.21, 10/23/01; 3.9, 11/12/02 | District: All | Agenda Number:

**ATTACHMENTS FILED
WITH THE CLERK OF THE BOARD**

3.22

Departmental Concurrence

Purchasing: *[Signature]* Asst. Director

COUNTY OF RIVERSIDE
OFFICE EXECUTIVE

RECEIVED RIVERSIDE COUNTY

Form 11

SUBJECT: Approval of professional service agreement amendment with California State University San Bernardino

Page 2

The Probation Department is requesting the Board's approval of a sole source amendment to this contract for FY 2004/05 in the amount of \$175,000, as presented in the JJCPA program plan submitted to the Board on June 22, 2004 (Agenda Item 3.35). This represents a \$50,000 reduction in contract price from the previous year. In light of the 14% reduction in the County's JJCPA allocation for FY 2004/05 and the uncertainty of program funding in future years, the Probation Department negotiated a contract price reduction with CSUSB in lieu of issuing a new RFP for JJCPA evaluation services. Further, the processing of this agreement, as an extension of the FY 2003/04 contract will permit the encumbrance of any unexpended funds remaining from that year's JJCPA allocation. This measure is in compliance with the State Controller's Office guidelines for administering the JJCPA program and will assure that any funds not disbursed from the FY 2003/04 allocation remain available to the County for the FY 2004/05 program. The Department, however, has begun planning a request for proposal for these services for the FY 2005/06 program year.

This amendment has been approved as to form by the Office of County Counsel.

For the Board's information and review, we are submitting the Third Biannual Evaluation Report produced by CSUSB dated January 2004. This report focuses on the original three program elements and contains a variety of statistical data, conclusions, and recommendations regarding specific programs.

Sole Source

Date: 6/17/04
From: Marie Whittington **Department/Agency:** Probation Dept.
To: Board of Supervisors
Via: Purchasing Agent
Subject: Sole Source Procurement; Request For

The below information is provided in support of my Department requesting approval for a sole source. Outside of a duly declared emergency, the time to develop a statement of work or specifications is not in itself justification for sole source.

Supply/Service being requested:

1 year contract extension for evaluation of the County's Multi-Agency Juvenile Justice Plan – YAT program component

Supplier being requested:

California State University San Bernardino

Alternative suppliers that can or might be able to provide supply/service:

The department made no inquiries.

Extent of market search conducted:

None conducted since issuance of RFP in 2001 – 2 respondents to the RFP solicitation

Unique features of the supply/service being requested from this supplier which no alternative supplier can provide:

1. Experience – CSUSB has performed these services for 3 years, developed and implemented measurement tools and has in-depth knowledge of the program and reporting requirements of the State of California Board of Corrections.
2. Probation has negotiated a contract price reduction based on completed research and development work by the current vendor that does not need to be repeated. The Initial contract award of \$300,000, which included CSUSB's development of research methods and collection instruments, was reduced to \$225,000 and now \$175,000 by utilizing the same vendor.
3. Extending the existing contract with CSUSB provides the County with a unique opportunity to encumber unspent FY 03/04 State funds, thereby assuring that otherwise unexpended amounts will be retained by the County for local programs. This also helps offset at 14% reduction in State funding for the coming year.

Reasons why my department requires these unique features and what benefit will accrue to the county:

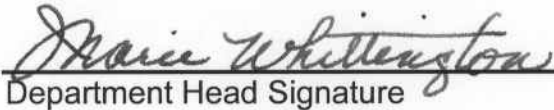
Continuing evaluation services at the reduced price of \$175,000 will help offset a portion of the 14% reduction in JJCPA funding for the coming year.

Price Reasonableness:

Original contract award \$300,000. A \$125,000 price reduction from the original contract has been negotiated for FY 04/05.

Does moving forward on this product or service further obligate the county to future similar contractual arrangements?

Evaluation services are mandatory in this grant. This service will be re-bid in FY 04/05 in an attempt to solicit additional interested bidders.



Department Head Signature

JUN 18 2004

Date

Purchasing Department Comments:

Approve

Approve with Condition/s

Disapprove



Purchasing Agent

Date

RFP will be done in the next
FISCAL YEAR