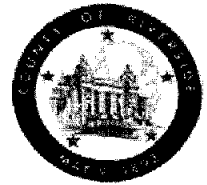


**SUBMITTAL TO THE BOARD OF SUPERVISORS  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

242



**FROM:** Stanley L. Sniff Jr., Sheriff-Coroner-PA

**SUBMITTAL DATE:**  
12/20/10

**SUBJECT:** Sole Source Approval for the Sheriff's Use of Training Instructors with the State Commission on Peace Officer Standards and Training (POST) Certification

**RECOMMENDED MOTION:** Move that the Board of Supervisors:

1. Authorize the Sheriff's Department to use POST certified instructors at the Ben Clark Public Safety Training Center (BCTC) at a cost not to exceed an aggregate amount of \$100,000 in FY 2010-11, without securing competitive bids, in accordance with Ordinance 459.4
2. Exempt the County Purchasing Agent from sole source reporting requirements for POST certified instructors through 2015, provided the annual cost does not exceed \$100,000.

**BACKGROUND:** The County's education partner at BCTC, the Riverside Community College District (RCCD), presents approximately 70% of the Center's law enforcement training classes. The Sheriff's Department presents the remaining 30%. BCTC is required by the State to present a law enforcement course curriculum which is approved and certified by POST. RCCD has agreed to abide by the same requirement.

(Continued on Page 2)

*[Signature]*  
Stanley L. Sniff Jr., Sheriff-Coroner-PA  
Will Taylor, Director of Administration

<b>FINANCIAL DATA</b>	Current F.Y. Total Cost:	\$100,000	In Current Year Budget:	Yes
	Current F.Y. Net County Cost:	\$100,000	Budget Adjustment:	No
	Annual Net County Cost:	\$100,000	For Fiscal Year:	2010-11

<b>SOURCE OF FUNDS:</b> Department budget BR 11-057	Positions To Be Deleted Per A-30	<input type="checkbox"/>
	Requires 4/5 Vote	<input type="checkbox"/>

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

APPROVE  
*[Signature]*  
BY: Robert Tremaine  
Robert Tremaine

**County Executive Office Signature**

- Policy
- Policy
- Consent
- Consent

Dept's Recomm.:  
Per Exec. Ofc.:

3.24

Purchasing: *[Signature]*  
 Mark Seiler, Assistant Director  
 Departmental Concurrence

**Sole Source Approval for POST Certified Instructors**  
**Page 2 BR 11-057**

RCCD has agreed to pay the POST certified instructors at the prevailing part-time faculty hourly rate. This rate currently ranges from \$48.07 to \$57.54 per hour of laboratory instruction and from \$62.38 to \$72.07 per hour of lecture. Generally, the Sheriff's Department also pays its course instructors at this rate. However, for a number of instructors, which POST has certified at an advanced level as subject matter experts, the Department may exceed the prevailing part-time faculty hourly rate.

The Sheriff's Department requests that the Board exempt the County Purchasing Agent from sole source reporting requirements for the POST certified instructors through 2015, provided the annual cost for the service does not exceed \$100,000. The Sheriff's Department has agreed to semi-annually send County Purchasing the instructors' cost information, so that its staff can monitor the training program and track the vendor utilization and cost.

**Price Reasonableness**

As stated above, generally, the Sheriff's Department pays the same rates as those paid by RCCD.

Date: December 9, 2010

From: Mark Sigman

Department/Agency: Riverside County Sheriff – Ben Clark Training Center

To: Board of Supervisors/Purchasing Agent

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:**

Instructors at Ben Clark Training Center (BCTC).

**Supplier being requested:**

Various instructors approved by the State Commission on Police Officers Standards and Training (POST).

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

None. BCTC is required by the State to present a law enforcement course curriculum which is approved and certified by POST. Further, all instructors are required to be POST certified.

**Extent of market search conducted:**

Based on the classes that BCTC is offering it is restricted to a list of POST certified instructors.

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

POST certification.

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

To meet the state's education requirements, the Sheriff must use POST certified instructors.

**Price Reasonableness:**

The Riverside Community College District, the County's education partner, has agreed to pay the POST certified instructors at the prevailing part-time faculty hourly rate. This rate currently ranges from \$48.07 to \$57.54 per hour of laboratory instruction and from \$62.38 to \$72.07 per hour of lecture. Generally, the Sheriff's Department also pays its course instructors at this rate. However, for a number of instructors, which POST has certified at an advanced level as subject matter experts, the Department may exceed the prevailing part-time faculty hourly rate.

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

Yes, in the sense that all instructors will have to be POST approved. We are not tied to any one instructor; rather we pull from a pool of POST approved/certified instructors for each course.

**Period of Performance:**

The Department is requesting that the sole source approval extend out for a five-year period.

*(Provide a defined period of performance. Please note multi-year terms require Board approval, unless renewable in one year increments and the Purchasing Agent approves the terms.)*

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**Department Head Signature**

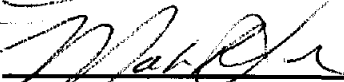
**Date**

Purchasing Department Comments:

Approve

Approve with Condition/s

Disapprove



1-12-10

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**Purchasing Agent**

**Date**