

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

424



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

**SUBMITTAL DATE:**  
03/27/12

**SUBJECT:** Approval for the Use of the UCLA Conference Center and Lodging  
at Lake Arrowhead for the Sheriff's Department Specialized Training

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

- 1) Approve the use of the UCLA Conference Center and Lodging for training for the Sheriff's Department in the annual amount of \$50,000, without obtaining competitive bids in accordance with Ordinance 459.4, and;
- 2) Authorize the Purchasing Agent to renew the contract annually in one year increments for up to four (4) additional years, provided the cost does not exceed the increase in the Consumer Price Index.

(Continued on Page 2)

*Will Taylor*

Stanley L. Sniff Jr., Sheriff-Coroner-PA  
Will Taylor, Director of Administration

<b>FINANCIAL DATA</b>	Current F.Y. Total Cost:	\$7,000	In Current Year Budget:	Yes
	Current F.Y. Net County Cost:	\$7,000	Budget Adjustment:	No
	Annual Net County Cost:	\$7,000	For Fiscal Year:	FY 2011-12

<b>SOURCE OF FUNDS: Departmental Budget, POST reimbursement and other law enforcement agencies</b> BR 12-078	Positions To Be Deleted Per A-30	<input type="checkbox"/>
	Requires 4/5 Vote	<input type="checkbox"/>

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

BY: *Elizabeth J. Olson*  
Elizabeth J. Olson

**County Executive Office Signature**

- Policy
- Policy
- Consent
- Consent

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

3.15

Purchasing: *Mark Seiler*  
 Mark Seiler, Assistant Director  
 Departmental Concurrence

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**BACKGROUND:** The Sheriff's Department provides debriefings and counseling sessions to officers who have been involved in shootings or other critical incidents. When officers are involved in critical incidents they often experience stress and emotions that they do not understand. If not given the tools necessary to handle this unique set of stressors, the results can be devastating. The Department conducts this counseling over two days with a required two night hotel stay. It also has found that the surroundings in which the sessions are conducted are crucial. The Department has used the UCLA Conference Center and Bruin Woods at Lake Arrowhead for the counseling sessions for the past 8 years. UCLA is able to provide meal, lodging and meeting rooms with all audio/visual aids in a secluded and private setting for a reasonable price.

UCLA provides a lodge-type setting which sets the tone for debriefing and counseling officers. All meals are served banquet style in a dining room with large tables to promote this environment. The location does not have televisions in the individual rooms, and we are provided with an activities room in the evenings where officers can relax and socialize with other officers who have experienced similar events. The combination of all these features promotes camaraderie and interaction between the officers.

To compare facility amenities offered for the price, the Department contacted the following facilities:

Pilgrim Pines at Oak Glen- The accommodations consist of ten two bedroom dorms that sleep 2-4 guests in each with bunk beds. There are no private restrooms. Oak Glen is open to the public and they can only guarantee exclusive rights to the area if we have a minimum of 200 guests. This far exceeds the 30 person maximum we limit for the retreat. The cost is \$130 per person including meals. There is an additional cost for meeting rooms, which varies with the number of guests.

Highland Springs Resort- The accommodations consist of two-bed cottages priced at \$200 per guest with meals included. The problem with this location is that the area is not private and is open to the public during the time the counseling sessions would take place. This would be counter-productive for the goals of the counseling team, which require complete privacy to be effective.

Alpine Meadows- This facility offers group sleeping rooms, which require guests to bring sleeping bags. This would limit our ability to accommodate both male and female attendees, as there are usually more males than females. Again, this setting offers no privacy to attendees and would hinder the ability for the counseling team to provide a private, confidential setting. The cost of \$103.95 per person includes meals. An additional \$15.00 per person for towels and bedding is also charged. There is also an additional cost for meeting rooms which varies with the number of guests.

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Mission Inn, Riverside- The accommodations include hotel style rooms that include a telephone and television in the room. This facility is open to the public and does not have the ability to provide an exclusive setting to meet the needs of the counseling team. The cost is \$336 per person with meals included.

**Price Reasonableness:** The current cost per student at the UCLA Conference Center is \$190 per person/night based on double occupancy (\$220 per night for counselor-single occupancy). Total cost is dependent on the number of attendees and counselors/instructors being lodged, the meeting room charge and taxes. Usually the cost (excluding the counselors' fee and coordination and clerical costs) ranges from \$10,000 to \$12,500 for a counseling course. This includes two room cabins, which provide privacy for each individual attendee, meals and meeting room costs.

The course is covered by the State Peace Officers Standards and Training (POST) Plan IV, which provides a subsistence payment for each RSO employee of approximately \$128/day.

In addition, of the total number of attendees, on average, 75% are from allied agencies that take advantage of this unique experience for their officers as well, and the remaining 25% are from the Riverside County Sheriff's Department.

So depending on the demographics of the course attendees and cost subsidies, the net county cost for a \$12,500 lodging bill equates to \$1,750.

Date: February 26, 2012

From: Will Taylor, Direct of Finance Department/Agency: Sheriff's Department

To: Board of Supervisors/Purchasing Agent

Via: Purchasing Agent

Subject: Sole Source Procurement; Request for Auditorium and Lodging Rental

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.

1. **Supply/Service being requested:** UCLA Conference Center Auditorium and lodging rental
2. **Supplier being requested:** UCLA Conference Center and Bruin Woods at Lake Arrowhead
3. **Alternative suppliers that can or might be able to provide supply/service:** Other vendors with auditoriums and lodging facilities exist; however, due to the sensitive nature of this training, privacy and surroundings are critical. UCLA Conference Center is able to provide this essential therapeutic intervention (Officer Involved Shooting/Peer Counseling) within that setting. UCLA Conference Center can also accommodate the number of students with lodging, meals and hospitality.
4. **Extent of market search conducted:** The following venues were contacted via email, internet or phone.
  - 1) Pilgrim Pines at Oak Glen- the accommodations consist of ten two bedroom dorms that sleep 2-4 guests in each with bunk beds. There are no private restrooms. Oak Glen is open to the public and they can only guarantee exclusive rights to the area if we have a minimum of 200 guests. This far exceeds the 30 person maximum we have for the retreat. Cost \$130 per person which includes meals. There is an additional cost for meeting rooms, which varies with the number of guests.
  - 2) Highland Springs Resort- the accommodations consist of two-bed cottages priced at \$200 per guest with meals included. The problem with this location is that the area is not private, and is open to the public during the time the counseling sessions would take place. This would be counter-productive for the goals of the counseling team, which require complete privacy to be effective.
  - 3) Alpine Meadows- the accommodations consist of a group sleeping room which requires guests to bring sleeping bags. This would limit our ability to accommodate both male and female attendees as there are usually more males than females. Again this setting offers no privacy to attendees and would hinder the ability for the counseling team to provide a private, confidential setting. The cost is \$103.95 per person with meals included. It is an additional \$15.00 per person for towels and bedding. There is also an additional cost for meeting rooms, which varies with the number of guests.

- 4) Mission Inn, Riverside- the accommodations include hotel style rooms with a telephone and television. This facility is open to the public and does not have the ability to provide an exclusive setting to meet the needs of the counseling team. The cost is \$336 per person with meals included.
5. **Unique features of the supply/service being requested from this supplier, which no alternative supplier can provide:** The location is secluded and private, which is critical for this type of therapeutic intervention. It is a lodge-type setting, which sets the tone for debriefing and counseling officers who have been involved in shootings or critical incidents. All meals are served banquet style in a dining room with large tables to promote this environment. The location does not have televisions in the individual rooms, and we are provided with an activities room in the evenings where officers can relax and socialize with other officers who have experienced similar events. The combination of all of these features promotes camaraderie and interaction between the officers. UCLA Conference Center is a reasonably priced location that includes meals, lodging, and meeting room with all audio/visual aids included in the price.
6. **Reasons why my department requires these unique features and what benefit will accrue to the county:** When officers are involved in shootings or critical incidents they often experience stress and emotions that they do not understand. If not given the tools necessary to handle this unique set of stressors, the results can be devastating. Officers in such situations can suffer adversely and some have even turned to substance abuse (i.e. pain medications or alcohol) in an attempt to hide from the emotional difficulties they experience because they do not have the coping mechanisms to process their feelings. Some have filed Worker's Compensation Claims, retired or resigned from the Department. In the event that this happens, the County faces a substantial loss as the investment made in hiring and training qualified officers is great. The counseling is provided by experienced psychologists who can help officers process what they have experienced and learn how to deal with issues in a healthy way.
7. **Price Reasonableness including purchase price and any ongoing maintenance or ancillary costs from the supplier:** The current cost per student at the UCLA Conference Center is \$190 per person/night based on double occupancy. Total cost is dependent on the number of students and instructors being lodged. Usually the cost ranges from \$10,000 to \$12,500 a course. This includes two room cabins which provide privacy for each individual attendee, meals and meeting room costs. The class is a POST Plan IV which allows reimbursement for lodging, meals and transportation which results in a minimal net cost to the County. The Riverside County Sheriff's Department does not incur the entire expense paid to the UCLA Conference Center. There is a tuition cost that includes administrative and presenter fees. Of the total number of attendees, approximately 75% are from allied agencies that take advantage of this unique experience for their officers as well, and the remaining 25% are from the Riverside County Sheriff's Department. Officers from allied agencies are charged thereby reducing the net county cost to 25% of the total cost. In addition we receive reimbursement from POST that will reduce the net county cost further. POST reimbursement is set independently of the actual cost and we receive a subsistence payment for each RSO employee from POST of approximately \$128/day. This further reduces the 25% net county cost to about 14% of the total net county cost. This equates to \$1,750 of net county cost on a training that would cost \$12,500.

8. Does moving forward on this product or service further obligate the county to future similar contractual arrangements or any ongoing costs affiliated with this sole source? (Maintenance, support, or upgrades, if so, please explain). No

9. Period of Performance: We would like to have a five year sole source authority that is renewable in one year increments. Annual costs shall not exceed \$50,000 during any fiscal year.


  
\_\_\_\_\_  
Chief Deputy Signature Date 4/4/12

  
\_\_\_\_\_  
Department Head Signature Date 4/4/12

Purchasing Department Comments:

Approve                      Approve with Condition/s                      Disapprove

Not to exceed: \$ 50000       One time       Annual Amount through 6-30-2017

  
\_\_\_\_\_  
Purchasing Agent                      Date 3-29-12                      Approval Number 12-463  
(Reference on Purchasing Documents)