

PURCHASING & FLEET SERVICES
Lisa Brandl, Director

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

717



FROM: Sheriff-Coroner-PA

SUBMITTAL DATE:
12/24/14

SUBJECT: Approval of the Single Source Purchase for payment of Unit Fees to Riverside Community College District, District 1/1. [\$300,000 - 100% General Fund]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Authorize the Purchasing Agent to purchase unit fees associated with PC832, Sworn Basic, Correctional Deputy and Dispatch Academy courses. Costs are not to exceed \$300,000 without securing competitive bids, in accordance with Ordinance 459.4.

Departmental Concurrence

(Continued on Page 2)

[Signature]

Stan Sniff
Sheriff-Coroner-PA
Will Taylor, Dir. of Administration

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost:	POLICY/CONSENT (per Exec. Office)
COST	\$ 300,000	\$ 0	\$ 300,000	\$ 0	Consent <input type="checkbox"/> Policy <input checked="" type="checkbox"/>
NET COUNTY COST	\$ 300,000	\$ 0	\$ 300,000	\$ 0	
SOURCE OF FUNDS: 100% General Fund				Budget Adjustment: No	
				For Fiscal Year: 14/15	

C.E.O. RECOMMENDATION:

APPROVE

County Executive Office Signature

[Signature]
Elizabeth J. Olson

MINUTES OF THE BOARD OF SUPERVISORS

- A-30
- Positions Added
- 4/5 Vote
- Change Order

Prev. Agn. Ref.: 09/27/11 3.30 | District: 1/1 | Agenda Number:

3-11

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

FORM 11: Approval of the Single Source Purchase for payment of Unit Fees to Riverside Community College, District 1/1. [\$300,000 - 100% General Fund]

DATE: 12/24/14

PAGE: 2 of 2 (BR 15-057)

BACKGROUND:

Summary

The Riverside County Sheriff's Department Ben Clark Training Center (BCTC) and the Riverside Community College District (RCCD) have partnered in presenting public safety training courses with college credit to agency sponsored employees and self-sponsored students. The last agreement approved by the Board of Supervisors expired on 6/30/2013 and it includes a provision to continue in full force and effect on a month to month basis until a new agreement can be completed and approved. Contract renewal and payments rendered to the college have taken longer than expected due to agreements on verbiage and compliance with the college's educational code. RCCD and BCTC intend to continue to collaborate; however BCTC has not been able to process invoices payable to RCC for unit fees associated to Sheriff's Department sponsored employees that have attended PC832, Sworn Basic, Correctional Deputy and Dispatch Academy courses due to the negotiations. It is expected that RCCD's verbiage and education code issues will be resolved and a new agreement will be approved on or before the start of FY 2015/2016.

The Sheriff's Department is requesting to pay for classes previously conducted and to continue training through June 30, 2015 not to exceed \$300,000. This amount has been funded in the approved budget for the year and no budget adjustment will be necessary.

Justification of Single Source Purchase

BCTC explored opportunities to collaborate with other local colleges by contacting Cal Baptist, University of Redlands and the University of California Riverside. Other colleges find it difficult to provide the instructors and facilities necessary without increasing the per unit fee. In many cases district conflicts also have been a hurdle for other colleges. RCCD can accommodate the Department's required training courses with college credit for agency sponsored employees and self-sponsored students who are required to attend the trainings.

Price Reasonableness

RCCD offers the lowest rate for college credit at \$46/unit. Community College unit fees are set by the State, any increase in unit fees would be consistent for all Community Colleges.

Impact on Citizens and Businesses

RCCD has a long standing relationship with BCTC and provides a mutual benefit to the County of Riverside through the enhancement of public safety, on the job training and the provision of local jobs.

Date: December 04, 2014

From: Will Taylor, Chief of Administration Department/Agency: Sheriff/ BCTC

To: Board of Supervisors

Via: Purchasing Agent

Subject: Sole Source Procurement; Request for Unit Fees Payable to Riverside Community College District

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:** Riverside County Sheriff's Department Ben Clark Training Center (BCTC) and Riverside Community College District (RCCD) have partnered in presenting public safety training courses with college credit offered to agency sponsored employees and self-sponsored students. The last agreement approved by the Board of Supervisors expired on 6/30/2013 and it includes a provision to continue in full force and effect on a month-to-month basis until a new agreement can be completed and approved. Contract renewal has taken longer than expected due to an operational issue to ensure that the College maintains compliance with Education Code. RCCD and BCTC intend to continue to collaborate however BCTC has not been able to process invoices payable to RCC for unit fees for PC832, Sworn Basic, Correctional Deputy, and Dispatch Academy courses presented.
2. **Supplier being requested:** Riverside Community College District
3. **Alternative suppliers that can or might be able to provide supply/service:** BCTC explored opportunities to collaborate with other local colleges by contacting Cal Baptist, University of Redlands, and University of California, Riverside.
4. **Extent of market search conducted:** Contact local colleges within the geographic location.
5. **Unique features of the supply/service being requested from this supplier, which no alternative supplier can provide:** RCCD has a long standing relationship with BCTC and provides a mutual benefit to the County of Riverside through the enhancement of public safety and provision of new jobs and on the job training.
6. **Reasons why my department requires these unique features and what benefit will accrue to the county:** RCCD can accommodate the Department's required training courses, including all the Department members, agency sponsored employees and self-sponsored students who are required to attend the trainings.
7. **Price Reasonableness including purchase price and any ongoing maintenance or ancillary costs from the supplier:** RCCD offers the lowest rate for college credit at \$46/unit. Community College unit fees are set by the State, any increase in unit fees would be consistent for all Community Colleges.
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** No
9. **Period of Performance:** Request for an agreement from July 1, 2014 to June 30, 2015 not to exceed \$300,000. This amount has been funded in the approved budget for the year. It is expected that


RCCD education code issue will be resolved and a new agreement will be approved on or before the start of FY 2015/2016.

 12 29 14
Chief Deputy Signature Date

 12-29/14
Department Head Signature Date

Purchasing Department Comments:

Approve Approve with Condition/s Disapprove
Not to exceed: \$ 300,000- One time Annual Amount through 6/30/15

 12/30/15 15-354
Purchasing Agent Date Approval Number
(Reference on Purchasing Documents)