

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



FROM: Sheriff-Coroner-PA

SUBMITTAL DATE:
12/24/14

SUBJECT: Sole Source Approval for the Sheriff's Use of Training Instructors with the State Commission on Peace Officer Standards and Training (POST) Certification, District 1/1. [\$1,650,000 – 80% General Fund & 20% Tuition Fees]

RECOMMENDED MOTION: 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) for a cost not to exceed an aggregate amount of \$275,000 in FY 2014-15, 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 FY 2019-20, provided the annual aggregate cost does not exceed \$275,000.

(Continued on Page 2)

Will Taylor

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	\$ 275,000	\$ 275,000	\$ 1,650,000	\$ 0	Consent <input type="checkbox"/> Policy <input checked="" type="checkbox"/>
NET COUNTY COST	\$ 220,000	\$ 220,000	\$ 1,320,000	\$ 0	
SOURCE OF FUNDS: 80% General Fund & 20% Tuition Fees				Budget Adjustment: No	
				For Fiscal Year: 14/15-19/20	

C.E.O. RECOMMENDATION:

APPROVE

County Executive Office Signature

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

MINUTES OF THE BOARD OF SUPERVISORS

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

Prev. Agn. Ref.: 01/25/11 3.24 | District: 1/1 | Agenda Number:

3-17

PURCHASING & FLEET SERVICES
Lisa Brandl
Lisa Brandl, Director

Departmental Concurrence

SUBMITTAL TO THE BOARD OF SUPERVISORS, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA
FORM 11: Sole Source Approval for the Sheriff's Use of Training Instructors with the State Commission on Peace Officer Standards and Training (POST) Certification, District 5/5. [\$1,650,000 - 80% General Fund & 20% Tuition Fees]

DATE: 12/24/14

PAGE: 2 of 2 (BR 15-047)

BACKGROUND:

Summary

On January 25, 2011 (agenda # 3.24), the Board approved the Sheriff's use of POST certified instructors at BCTC at a cost not to exceed an aggregate amount of \$100,000 annually. The Board also exempted the County Purchasing Agent from annual sole source reporting for POST certified instructors through 2015.

In 2011, the Riverside Community College District (RCCD) sponsored approximately 70% of the Center's law enforcement training classes. Since that year, RCCD has decreased the number of courses it sponsors from 70% to its current sponsorship level of 30%. As a result, BCTC has had to increase its sponsored courses from 30% to 70%, which has more than doubled the training center's costs for instructors.

Of the instructor's costs incurred by the Sheriff's Department, Staff estimates that 20% of the costs will be recovered through self-sponsored student's tuitions.

RCCD will continue to be the County's education partner by sponsoring the Sworn, Correctional and Dispatch academies. RCCD has only discontinued sponsorship of the Advanced Officer Training courses. 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. The Sheriff's Department requests that the Board continue to exempt the County Purchasing Agent from sole source reporting requirements for POST certified instructors through 2020, Provided that the annual cost for the service does not exceed \$275,000.

BCTC anticipated this increase and included the additional appropriation in the FY 2014-15 budget. Therefore, no budget adjustment is necessary.

Price Reasonableness

When sponsoring courses, RCCD has agreed to pay the POST certified instructors at the prevailing part-time faculty hourly rates. The current prevailing part-time college faculty rates range from \$49.23 to \$58.94 per hour of laboratory instruction and from \$63.90 to \$73.85 per hour of lecture, an increase of about 2.4% since 2011. Generally, the Sheriff's Department also pays its course instructors at these rates. 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 rates.

Impact on Citizens and Businesses

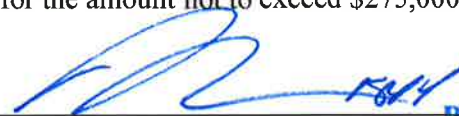
The Sheriff's Department's immediate action in picking up the sponsorship of the Advanced Officer Training courses ensures that there will not be a break in the POST certified instruction of staff as required by the State.

Date: December 29, 2014
From: Will Taylor, Director of Administration Department/Agency: Sheriff/ BCTC
To: Board of Supervisors
Via: Purchasing Agent
Subject: Sole Source Procurement; Request for Instructor Services


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:** Request for instructors to provide law enforcement training at Ben Clark Training Center (BCTC).
2. **Supplier being requested:** Various instructors approved by the Peace Officers Standards and Training Division (POST) and/or Standards and Training for Corrections (STC).
3. **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/STC. All course instructors are required to include their resume along with the identified subject matter block of instruction for POST/STC approval.
4. **Extent of market search conducted:** The instructors are identified by Course Coordinators who reach out to other Law Enforcement Agencies to find subject matter experts to complete a POST/STC resume for POST/STC approval.
5. **Unique features of the supply/service being requested from this supplier, which no alternative supplier can provide:** The Law Enforcement course and curriculum offered are either STC or POST certified. Instructors must demonstrate the required certification or subject matter expertise on the submitted resume to be approved by POST/STC.
6. **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's Department must use POST/STC certified instructors.
7. **Price Reasonableness including purchase price and any ongoing maintenance or ancillary costs from the supplier:** The County's education partner, the Riverside Community College District has agreed to pay the POST/STC certified instructors at the prevailing part-time faculty hourly rates. The current prevailing part-time college faculty rates range from \$49.23 to \$58.94 per hour of laboratory instruction and from \$63.90 to \$73.85 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 rates.
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?** Yes, in the sense that all instructors must be POST or STC approved. BCTC is not obligated to use any one instructor, but continually works to recruit POST/STC approved/certified instructors to maintain a sufficient pool of qualified instructors to support the training program at BCTC.

9. **Period of Performance:** The Department is requesting for a five year extension through January 2020 for the amount not to exceed \$275,000 annually.




Chief Deputy Signature **P. Knudson** **12/31/14**
Date



Department Head Signature **12/31/14**
Date

Purchasing Department Comments:

Approve Approve with Condition/s Disapprove
Not to exceed: \$ 275,000.00 One time Annual Amount through Fy 19/20

 1/13/15 15-368

Purchasing Agent **Date** **Approval Number**
(Reference on Purchasing Documents)