

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

356



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

SUBMITTAL DATE:
06/09/10

SUBJECT: Agreement to Reimburse the County for the Provision of Train the Trainer Courses at the Sheriff's Ben Clark Public Safety Training Center in FY 2010-11

RECOMMENDED MOTION: Move that the Board of Supervisors approve the Agreement with the Commission on Peace Officer Standards and Training to reimburse the County for the provision of Train the Trainer courses at the Ben Clark Public Safety Training Center (BCTC) in FY 2010-11, and authorize the Chair to sign all copies of the Agreement.

BACKGROUND: The Commission on Peace Officer Standards and Training (POST) funded the purchase of a driving simulator and a force options simulator with the understanding that the Sheriff's Department would provide training to full-time, on-duty law enforcement officers (4/18/00 3.31). POST reimburses the County for each officer that attends the training courses. In addition, POST reimburses the County to train its own instructors for the courses.

(Continued on Page 2)
BR 10-103

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

| | | | | |
|-----------------------|-------------------------------|----------|-------------------------|------------|
| FINANCIAL DATA | Current F.Y. Total Cost: | \$38,459 | In Current Year Budget: | N/A |
| | Current F.Y. Net County Cost: | \$0 | Budget Adjustment: | No |
| | Annual Net County Cost: | \$0 | For Fiscal Year: | FY 2010-11 |

SOURCE OF FUNDS: POST Reimbursement

| | |
|----------------------------------|--------------------------|
| Positions To Be Deleted Per A-30 | <input type="checkbox"/> |
| Requires 4/5 Vote | <input type="checkbox"/> |

C.E.O. RECOMMENDATION:

APPROVE

BY: Robert Tremaine

County Executive Office Signature

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Buster, seconded by Supervisor Stone and duly carried, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Buster, Tavaglione, Stone and Benoit
Nays: None
Absent: Ashley
Date: June 29, 2010
xc: Sheriff

Kecia Harper-Ihem
Clerk of the Board
By:
Deputy

Prev. Agn. Ref.: 4/6/10 3.65

District: All

Agenda Number:

3.58

FORM APPROVED COUNTY COUNSEL ATTACHMENTS FILED WITH THE CLERK OF THE BOARD BY NEAL R. KIPNIS DATE Departmental Copy: 6/17/10

Policy
 Policy

Dept't Records ATTACHMENTS FILED WITH THE CLERK OF THE BOARD Per Exec. Off.

Pursuant to the proposed POST Agreement, during FY 2010-11, BCTC will train 32 students in the 24 hour Driving Simulator Instructor course at a cost not to exceed \$480.17 per student, for a total course cost of \$15,365.44.

BCTC will also train 32 students in the 40 hour Force Option Simulator Instructor course at a cost not to exceed \$721.67 per student, for a total course cost of \$23,093.44. The maximum amount that the Sheriff's Department can bill POST for this service is \$38,458.88. The POST reimbursement revenue is in the Sheriff's Department FY 2010-11 budget. County Counsel has approved the POST Agreement as to form.

to Riverside County Clerk of the Board, Stop 1010
Post Office Box 1147, Riverside, Ca 92502-1147
Thank you.

| |
|--|
| AGREEMENT NUMBER 00112333 |
| REGISTRATION NUMBER <i>eP109887</i> |

1. This Agreement is entered into between the State Agency and the Contractor named below:

STATE AGENCY'S NAME

Commission on Peace Officer Standards and Training

CONTRACTOR'S NAME

Riverside County Sheriff's Department

2. The term of this Agreement is: July 1, 2010 through June 30, 2011

3. The maximum amount of this Agreement is: \$38,458.88
Thirty-eight Thousand, Four Hundred Fifty-eight Dollars and Eighty-eight Cents

4. The parties agree to comply with the terms and conditions of the following exhibits which are by this reference made a part of the Agreement.

Exhibit A – Scope of Work -1- page

Exhibit B – Budget Detail and Payment Provisions -1- page

Exhibit C* – General Terms and Conditions GTC - 307

Check mark one item below as Exhibit D:

Exhibit - D Special Terms and Conditions (Attached hereto as part of this agreement) -1- page

Exhibit - D* Special Terms and Conditions

Exhibit E – Additional Provisions N/A page(s)

ATTEST:
KECIA HARPER-JHEM, Clerk
By: *[Signature]*
DEPUTY

Items shown with an Asterisk (*), are hereby incorporated by reference and made part of this agreement as if attached hereto.
These documents can be viewed at www.ols.dgs.ca.gov/Standard+Language

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.

CONTRACTOR

CONTRACTOR'S NAME (if other than an individual, state whether a corporation, partnership, etc.)

Riverside County Sheriff's Department

BY (Authorized Signature)

[Signature: Marion Ashley]

DATE SIGNED (Do not type)

6/29/10

PRINTED NAME AND TITLE OF PERSON SIGNING

MARION ASHLEY CHAIRMAN, BOARD OF SUPERVISORS

ADDRESS

3423 Davis Avenue, Suite A, Riverside, CA 92518

STATE OF CALIFORNIA

AGENCY NAME

Commission on Peace Officer Standards and Training

BY (Authorized Signature)

[Signature: R.W. Reed]

DATE SIGNED (Do not type)

9-7-10

PRINTED NAME AND TITLE OF PERSON SIGNING

R.W. Reed, Assistant Executive Director

ADDRESS

1601 Alhambra Boulevard, Sacramento, CA 95816-7083

FORM APPROVED COUNTY COUNSEL
BY: *[Signature]* DATE: *6/10/10*
NEAL R. KIPNIS

California Department of General Services Use Only

Exempt per: **SCM § 4.04, 5.B.**

EXHIBIT A
(Standard Agreement)

SCOPE OF WORK

The Riverside County Sheriff's Department (Contractor) agrees to provide for the Commission on Peace Officer Standards and Training (POST) Driving and Force Option Simulator Instructor Training to qualified law enforcement personnel.

1. Each course presentation shall be in accordance with the Course Outlines, Budgets and Instructor Resumes on file at POST, which are incorporated **by reference** and are hereby made a part of this agreement.
2. Contractor agrees to train 32 students in the 24-hour Driving Simulator Instructor Course at a cost not to exceed \$480.17 per student and shall not exceed the total amount of **\$15,365.44** and shall be in accordance with the Course Budget on file at POST.
3. Contractor also agrees to train 32 students in the 40-hour Force Option Simulator Instructor Course at a cost not to exceed \$721.67 per student and shall not exceed the total amount of **\$23,093.44** and shall be in accordance with the Course Budget on file at POST.
4. Upon completion of each presentation, Contractor agrees to submit the following before payment will be authorized:
 - A. Course Roster/s; and
 - B. An invoice referencing the contract number, the total number of full-time, on-duty POST reimbursable students who attended the presentation, and the authorized per student rate.
5. In the event there are not enough students from POST reimbursable agencies to fill any class, the Contractor may opt to fill vacancies with students who are not full-time instructors from POST reimbursable agencies. Contractor may charge tuition to those students based on the authorized rater per student, as referenced above, for the Driver Simulator Instructor Course and the Force Options Simulator Instructor Course training, respectively.
6. The Project Representatives during the term of this agreement will be:

| | |
|----------------------------------|---|
| State Agency: Commission on POST | Contractor: Riverside County Sheriff's Department |
| Name: Gary Sorg | Name: Lieutenant Terry Wood |
| Phone: (916) 227-4887 | Phone: (951) 486-2930 |
| Fax: (916) 227-4011 | Fax: (951) 486-2992 |

7. Direct all inquiries to:

| | |
|---|---|
| State Agency: Commission on POST | Contractor: Riverside County Sheriff's Department |
| Section/Unit: Contracts Unit | Section/Unit: Ben Clark Training Center |
| Attention: Anita Kepley | Attention: Ginette Lillibridge, Admin. Svc. Mgr. II |
| Address: 1601 Alhambra Boulevard Sacramento, CA 95816-7083 | Address: 3423 Davis Avenue, Suite A Riverside, CA 92518 |
| Phone: (916) 227-3937 | Phone: (951) 486-2930 |
| Fax: (916) 227-3895 | Fax: (951) 486-2992 |
| Email: anita.kepley@post.ca.gov | Email: Glillibr@riversidesheriff.org |

**EXHIBIT B
(Standard Agreement)**

BUDGET DETAIL AND PAYMENT PROVISIONS

1. Invoicing and Payment

- A. For services satisfactorily rendered, and upon receipt and approval of the invoices, the State agrees to compensate the Contractor for actual expenditures incurred in accordance with the rates specified herein
- B. Invoices shall include the Agreement Number and shall be submitted in triplicate not more frequently than monthly in arrears to:

Commission on POST
Accounting Section
1601 Alhambra Boulevard
Sacramento, CA 95816-7083

2. Budget Contingency Clause

- A. It is mutually agreed that if the Budget Act of the current year and/or any subsequent years covered under this Agreement does not appropriate sufficient funds for the program, this Agreement shall be of no further force and effect. In this event, the State shall have no liability to pay any funds whatsoever to Contractor or to furnish any other considerations under this Agreement and Contractor shall not be obligated to perform any provisions of this Agreement.
- B. If funding for any fiscal year is reduced or deleted by the Budget Act for purposes of this program, the State shall have the option to either cancel this Agreement with no liability occurring to the State, or offer an agreement amendment to Contractor to reflect the reduced amount.

3. Prompt Payment Clause

Payment will be made in accordance with, and within the time specified in, Government Code Chapter 4.5, commencing with Section 927.

**EXHIBIT D
(Standard Agreement)**

SPECIAL TERMS AND CONDITIONS

1. Settlement of Disputes

Except as otherwise provided in this agreement, any dispute concerning a question of fact arising under this agreement which is not disposed of by compromise shall be decided by POST, who shall reduce its decision in writing and mail or otherwise furnish a copy thereof to Contractor. Contractor has fifteen (15) calendar days after receipt of such a decision to submit a written protest to POST specifying in detail in what particulars the agreement requirements were exceeded. Failure to submit such a protest within the period specified shall constitute a waiver of any and all right to adjustment in agreement terms and POST's decision shall be final and conclusive. Pending final decision of a dispute hereunder, Contractor shall proceed diligently with the performance of this agreement, upon receipt of written order from POST to do so.

2. Amendments

This agreement may be amended by mutual written consent.

3. Cancellation Clause

POST reserves the right to cancel this agreement subject to 30 days written notice to Contractor. Contractor may submit a written request to cancel this agreement only if POST should substantially fail to perform its responsibilities as provided herein.

4. Contractor Evaluation (if applicable)

In accordance with provisions of the State Administrative Manual, Section 1283, Contractor's performance under this agreement will be evaluated. The evaluation will be prepared by POST within 30 days after completion of the agreement.

5. Travel

Travel expenses and per diem related to the services provided under this agreement are subject to prior approval by the POST representative, and shall not exceed the rates paid to State non-represented/excluded employees.

Rate information may be viewed at www.dpa.ca.gov/personnel-policies/travel/hr-staff.htm

6. Subcontracting (if applicable)

Contractor is expected to perform the work contemplated with the resources available within its own organization. Subcontracting of work pertinent to this Agreement shall be upon prior written consent by POST and subject to the permissive conditions set forth in the State Contracting Manual Section 3.06.

Based on "reasonable effort" to the best of its ability, Contractor warrants, represents and agrees that it and its subcontractors, employees and representative shall at all times comply with all applicable State contracting laws, codes, rules and regulations in the performance of this Agreement.

Contractor shall notify POST immediately upon termination of any such subcontract(s).