

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



ITEM: 3.15
(ID # 18366)

MEETING DATE:

Tuesday, March 08, 2022

FROM : PROBATION:

SUBJECT: PROBATION DEPARTMENT: Ratify and Approve Amendment No. 1 to Service Agreement with Lexipol, LLC for Probation and Juvenile Detention Annual Subscription Policy Manual services without seeking competitive bids for five years through June 30, 2025; All Districts, [Total Aggregate Cost \$285,971; up to \$28,598 in additional compensation; 100% Department Budget]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Ratify and Approve Amendment No. 1 with Lexipol, LLC for Probation and Juvenile Detention Annual Subscription Policy Manual services without seeking competitive bids for five years through June 30, 2025, for a total aggregate amount of \$285,971 and authorize the Chair of the Board to sign the Agreement on behalf of the County; and
2. Authorize the Purchasing Agent, in accordance with Ordinance No. 459, based on the availability of funding and as approved as to form by County Counsel to: (a) sign amendments that exercise the options of the agreement including modifications of the statement of work that stay within the intent of the agreement; and (b) sign amendments to the compensation provisions that do not exceed the sum total of ten percent (10 %) of the total cost of the agreement.

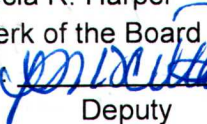
ACTION:Policy


Ronald L. Miller, Chief Probation Officer 2/14/2022

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Spiegel, seconded by Supervisor Perez and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Jeffries, Spiegel, Washington, Perez and Hewitt
Nays: None
Absent: None
Date: March 8, 2022
xc: Probation

Kecia R. Harper
Clerk of the Board
By 
Deputy

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

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$ 44,018	\$ 51,589	\$ 285,971	\$ 0
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$ 0
SOURCE OF FUNDS: 100% General Fund			Budget Adjustment:	No
			For Fiscal Year:	2021/2022 – 2024/2025

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

Juvenile Detention Policy Manual, Law Enforcement Policy Manual and Training Bulletin services provided by Lexipol, LLC are tools utilized by multiple law enforcement agencies, fire departments, and other public safety departments. These services assist with mitigating risk and reducing policy development cycle time, while allowing for customization specific to the County of Riverside Probation Department.

Lexipol, LLC provides the County with ability to update policy manuals; includes 24/7 access to a Knowledge Management System for updates, editing, and online annual subscription. The services provide the County with the tools to maintain current policy that reflects changes in legislative mandates and regulatory requirement changes and revisions such as those made by the California Corrections Standards Authority. Lexipol, LLC can now provide a Probation Policy Manual to meet Probation’s specific policy requirements. The features of the web-based system for the Juvenile Detention and Probation Policy Manuals assist in reducing risk and staying ahead of litigation trends while communicating clear and concise policy guidance to the Probation Department staff.

Impact on Residents and Businesses

The agreement with Lexipol, LLC will provide an effective tool for Probation operation in the county.

Additional Fiscal Information

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

Description	Fiscal Year 1 Fy2020/2021	Fiscal Year 2 Fy2021/2022	Fiscal Year 3 Fy2022/2023	Fiscal Year 4 Fy2023/2024	Fiscal Year 5 Fy2024/2025	Total
On Time Juvenile Detention Implementation	\$20,000.00					\$20,000.00
Annual Juvenile Detention Policy Manual & Daily Training Bulletins with Supplemental Publication Services	\$29,825.00	\$29,825.00	\$30,719.75	\$31,641.34	\$32,590.59	\$154,601.68
3% CPI		\$894.75	\$921.59	\$949.24	\$977.70	\$3,743.28
On Year Law Enforcement Policy Manual Update	\$11,490.00					\$11,490.00
Law Enforcement Policy Manual Annual Subscription	\$3,045.00					\$3,045.00
Annual Probation Policy Manual & Daily Training Bulletins with Supplemental Publication Services (Replaces Law Enforcement Policy Manual) FY21/22=50% discount, FY22/23=50% discount, FY23/24= 25% discount, and FY24/25=25% discount		\$13,298.67	\$19,948.00	\$29,922.00	\$29,922.00	\$93,090.67
	\$64,360.00	\$44,018.42	\$51,589.34	\$62,512.58	\$63,490.29	\$285,970.63

Contract History and Price Reasonableness

In 2015 an Agreement with Lexipol, LLC was executed using Purchasing Agent authority, without seeking competitive bids (Purchasing approved SSJ# 15-326 and SSJ amendments).

On August 19, 2020, a new Agreement (PRARC-95658-002-06/25) with Lexipol, LLC was executed using Purchasing Agent authority without seeking competitive bids (Purchasing approved SSJ# REQ1349011121). This Agreement included implementation of the Juvenile Detention Policy Manual.

This Amendment No.1 before the Board seeks approval as it will terminate the Law Enforcement Policy Manual and add as it's replacement a specific department subscription for a Probation Policy Manual and Daily Training Bulletins with supplemental publication services. Additionally, it will extend the term out through June 30, 2025, without seeking competitive bids (Purchasing Approved SSJ# REQ154054821) for a total aggregate amount of \$285,971.

Lexipol, LLC has provided the County with a 50% discount for the purchase and implementation price of the Probation Policy Manual subscription for the first two years of service, FY21/22 and FY22/23 and a 25% discount for FY23/24 and FY24/25.

ATTACHMENTS:

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

Amendment No. 1 Lexipol, LLC PRARC-95658-002-06/25
SSJ Req# 154054821 Amendment No. 1 PRARC-95658-002-06/25



Suzanna Heckley, Assistant Director of Purchasing and Fleet Service

2/25/2022



Gregory V. Priarios, Director County Counsel

3/1/2022

COUNTY OF RIVERSIDE
AMENDMENT NO. 1 TO THE AGREEMENT
WITH
LEXIPOL, LLC

Original Contract Term:	9/29/2020 through 6/30/2025
Effective Date of Amendment:	03/01/2022
Original Aggregate Contract Amount:	\$255,384
Amended Aggregate Contract Amount:	\$285,970.64
Contract ID:	PRARC-95658-002-06/25

This Amendment No. 1 to the Service Agreement for Lexipol Law Enforcement and Juvenile Detention Annual Subscription Policy Manual is entered into by and between County of Riverside (COUNTY) and Lexipol, LLC., a Delaware limited liability company (CONTRACTOR).

WHEREAS, COUNTY and CONTRACTOR entered into that Service Agreement for Law Enforcement and Juvenile Detention Annual Subscription Policy Manual services, effective September 29, 2020 (the "Agreement");

WHEREAS, COUNTY and CONTRACTOR now desire to amend the Agreement to modify the Law Enforcement Annual Subscription to the Probation Annual Subscription, effective March 1, 2022.

NOW, THEREFORE, for good and valuable consideration, the receipt and adequacy of which is hereby acknowledged, COUNTY and CONTRACTOR agree as follows:

1. The above recitals are true and correct and are incorporated herein by reference.
2. The second sentence of Section 3.1 of the Agreement ("Compensation") is deleted in its entirety and replaced with the following: "The aggregate amount of this Agreement shall not exceed two hundred eighty-five thousand, nine hundred seventy dollars and six-four cents (\$285,970.64) for the remaining period of performance, consistent with Exhibit B-1."
3. Exhibit A (Scope of Service) is deleted from the Agreement in its entirety and replaced with the attached Exhibit A-1 (Scope of Service). All references in the Agreement to Exhibit A shall now mean and refer to Exhibit A-1.
4. Exhibit B (Payment Compensation) is deleted from the Agreement in its entirety and replaced with the attached Exhibit B-1 (Payment Provisions). All references in the Agreement to Exhibit B shall now mean and refer to Exhibit B-1.
5. All other terms and conditions of the Agreement not modified herein shall remain unchanged.
6. This Amendment No. 1 shall be effective March 1, 2022.
7. This Amendment No. 1 may be executed in any number of counterparts, each of which will be an original, but all of which together will constitute one instrument. Each party of this Amendment agrees to the use of electronic signatures, such as digital signatures

SSJ #
Agenda 3.19 Approved 9/29/2020
Form #116-311 Revision Date: 01/13/2016

COUNTY OF RIVERSIDE
AMENDMENT NO. 1 TO THE AGREEMENT
WITH
LEXIPOL, LLC

that meet the requirements of the California Uniform Electronic Transactions Act (“CUETA”) Cal. Civ. Code §§ 1633.1 to 1633.17), for executing this Amendment. The parties further agree that the electronic signatures of the parties included in this Amendment are intended to authenticate this writing and to have the same force and effect as manual signatures. Electronic signature means an electronic sound, symbol, or process attached to or logically associated with an electronic record and executed or adopted by a person with the intent to sign the electronic record pursuant to the CUETA as amended from time to time. The CUETA authorizes use of an electronic signature for transactions and contracts among parties in California, including a government agency. Digital signature means an electronic identifier, created by computer, intended by the party using it to have the same force and effect as the use of a manual signature, and shall be reasonably relied upon by the parties. For purposes of this section, a digital signature is a type of "electronic signature" as defined in subdivision (i) of Section 1633.2 of the Civil Code.

[Signature page to follow]

COUNTY OF RIVERSIDE
AMENDMENT NO. 1 TO THE AGREEMENT
WITH
LEXIPOL, LLC

IN WITNESS WHEREOF, the Parties hereto have caused their duly authorized representatives to execute this Amendment No. 1.

COUNTY OF RIVERSIDE, a political
subdivision of the State of California

By: Jeff Hewitt

JEFF HEWITT

Dated: MAR 08 2022

LEXIPOL, LLC., a Delaware limited
liability company

By: Van Holland

Van Holland

C.F.O.

Dated: 11-29-2021

APPROVED AS TO FORM:

Gregory P. Priamos

County Counsel

By: Lisa Sanchez

Lisa Sanchez

Deputy County Counsel

ATTEST:

KECIA R. HARPER, Clerk

By: Kecia R. Harper

DEPUTY

SSJ #

Agenda 3.19 Approved 9/29/2020

Form #116-311 Revision Date: 01/13/2016

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COUNTY OF RIVERSIDE
AMENDMENT NO. 1 TO THE AGREEMENT
WITH
LEXIPOL, LLC

EXHIBIT A-1

SCOPE OF SERVICE

1. Lexipol, LLC (CONTRACTOR) shall provide the County of Riverside Probation Department (COUNTY) risk management services, a web-based policies and procedures manual that shall be customized for the COUNTY. This shall provide the tools to maintain current policy that reflects changes in legislative mandates and regulatory requirement changes/revisions, such as those made by the California Corrections Standards Authority.

2. CONTRACTOR shall provide:
 - 2.1. Annual Probation Policy Manual and Juvenile Detention Policy Manual subscriptions which shall include 24/7 access, daily training bulletins with supplemental publication services for updates, editing, and online annual subscription to Probation/Juvenile Detention Procedure Manuals.

 - 2.2. Implementation of Annual Probation Policy Manual and Daily Training Bulletins with Supplemental Publication Service.

 - 2.3. Urgent updates to change policy as a result of precedent setting Court decisions, urgent legislation, or extraordinary incidents for County of Riverside Probation field offices and juvenile facilities.

 - 2.4. Daily safety briefings with risk management to identify areas in need of concentration. Providing the ability to modify policy content by the COUNTY via proprietary on-line tools.

 - 2.5. Customized updates to provide client alerts, assuring timely revisions are implemented.

COUNTY OF RIVERSIDE
 AMENDMENT NO. 1 TO THE AGREEMENT
 WITH
 LEXIPOL, LLC

**EXHIBIT B-1
 PAYMENT PROVISIONS**

1. ANNUAL DETENTION POLICY SUBSCRIPTION

Description of Service	FY20/21	FY21/22	FY22/23	FY23/24	FY24/25	Total
		3% CPI	3% CPI	3% CPI	3% CPI	
On-Time Implementation of Juvenile Detention	\$20,000					
Annual Juvenile Detention Policy Manual & Daily Training Bulletins with Supplemental Publication Services	\$29,825					
On Year Law Enforcement Policy Manual Update	\$11,490					
Law Enforcement Policy Manual Annual Subscription	\$3,045					
Annual Juvenile Detention Policy Manual & Daily Training Bulletins with Supplemental Publication Services	\$0.00	\$29,825 +\$894.75 =\$30,719.75	\$30,719.75 +\$921.59 =\$31,641.34	\$31,641.34 +\$949.24 =\$32,590.58	\$32,590.58 +\$977.72 =\$33,568.30	
Sub Total:	\$64,360	\$30,719.75	\$31,641.34	\$32,590.58	\$33,568.30	\$192,879.97
					TOTAL:	\$192,879.97

2. ANNUAL PROBATION POLICY SUBSCRIPTION

Description of Service	List Price	Discount Percentage	Discount Amount	Total
FY21/22 Annual Probation Policy Manual & Daily Training Bulletins with Supplemental Publication Services (Start: 02/01/2022 End: 9/30/2022)	\$26597.33	50%	\$13298.66	\$13298.67
FY22/23 Annual Probation Policy Manual & Daily Training Bulletins with Supplemental Publication Services (12 months)	\$39,896	50%	\$19,948	\$19,948
FY23/24 Annual Probation Policy Manual & Daily Training Bulletins with Supplemental Publication Services (12 months)	\$39,896	25%	\$9,974	\$29,922
FY24/25 Annual Probation Policy Manual & Daily Training Bulletins with Supplemental Publication Services (12 months)	\$39,896	25%	\$9,974	\$29,922
			TOTAL:	\$93,090.67

3. Total Aggregate Amount not to exceed \$285,970.64 for the remaining period of performance.