

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



**ITEM: 3.72
(ID # 25639)**

MEETING DATE:
Tuesday, August 27, 2024

FROM : SHERIFF-CORONER-PA

SUBJECT: SHERIFF-CORONER-PA: Ratify and Authorize the Purchasing Agent to Issue Purchase Orders to the State of California Department of Justice for the Purchase of Services of One (1) Criminal Analyst III Provided Through the Memorandum of Understanding between the Riverside County Sheriff's Office, the Inland Narcotics Clearing House (INCH) Los Angeles Regional Criminal Information Clearinghouse, and the California Department of Justice, Without Seeking Competitive Bids, for Fiscal Years 23/24 and 24/25, in the Annual Amount of \$57,028; All Districts; [Total Cost- \$114,056 100% Federal Grant Revenue]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Ratify and authorize the Purchasing Agent to issue Purchase Orders to the State of California Department of Justice for the purchase of services of one (1) Criminal Analyst III provided through the Memorandum of Understanding Between the Riverside County Sheriff Department, the Inland Narcotics Clearing House (INCH) Los Angeles Regional Criminal Information Clearinghouse, and the California Department of Justice, without seeking competitive bids, for fiscal years 23/24 and 24/25, in the annual amount of \$57,028.

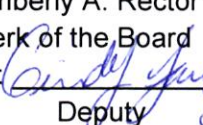
ACTION:Policy


David Lelevier, Assistant Sheriff 8/21/2024

MINUTES OF THE BOARD OF SUPERVISORS

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

Ayes: Jeffries, Spiegel, Washington, Perez and Gutierrez
Nays: None
Absent: None
Date: August 27, 2024
xc: Sheriff

Kimberly A. Rector
Clerk of the Board
By: 
Deputy

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FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$ 57,028	\$ 0	\$ 114,056	\$ 0
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$ 0
SOURCE OF FUNDS: Federal Grant Revenue 100%			Budget Adjustment:	No
			For Fiscal Year:	23/24-24/25

C.E.O. RECOMMENDATION: Approve

BR: 25-001

Prev. Agn. Ref.: 3.78, 6/27/23

BACKGROUND:

Summary

On February 1, 2011 (Minute Order No. 3.16), the County of Riverside Board of Supervisors (Board) approved several sole source partners for three (3) of the Riverside Sheriff's Office (RSO) current grant projects, making each of the specified agency partners eligible to receive reimbursements from the grant awards in excess of \$25,000.

To optimize the utilization of the County of Riverside's (County) grant project partners and ensure timely reimbursements for their services, the Board approved on March 15, 2011 (Minute Order No. 3.40) to exempt the Purchasing Agent from reporting State government agencies, County cities, special law enforcement teams, and local service organizations as sole source project partners when identified in grant approvals. The Board also approved and authorized the Purchasing Agent to contract with these partners in amounts approved by those grants.

Since 2011, the County has used High Intensity Drug Trafficking Areas (HIDTA) program grant funds through the Inland Narcotics Clearing House (INCH) initiative to pay for Criminal Analysts. The County has procured services of one (1) Criminal Analyst III from the State of California Department of Justice (DOJ), effective January 1, 2023, through December 31, 2024.

The DOJ serves as the Employer of Record for HIDTA-contracted criminal analysts working under the INCH initiative. DOJ continues to be a single source vendor as it is the only approved HIDTA contractor providing the necessary contracted criminal analyst services for case support and assistance with the dissemination of narcotics related intelligence within HIDTA. Using DOJ provides consistency across the various intelligence initiative and is a necessity throughout the region. Replacing this position would be a lengthy and extensive time-consuming process, which if delayed, can inhibit the effectiveness of the intelligence support system of the HIDTA. RSO benefits from the valuable services of highly trained analysts whose services can be discontinued at the end of the grant performance period. Additionally, there are no costs to the County for the recruitment, background check, hiring or training of DOJ personnel.

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Impact on Residents and Businesses

The HIDTA funding will allow RSO's Special Investigations Bureau (SIB) to provide a higher level of narcotics enforcement beyond the normal, everyday enforcement.

Additional Fiscal Information

No County match is required. The contract rate for the Criminal Analyst III position is established and approved by the HIDTA grant. The grant requires analyst services to be provided through the State of California Department of Justice.

Contract History and Price Reasonableness

On June 27, 2023, (Minute Order 3.78), the Board approved to accept the 2023 HIDTA program grant from the Executive Office of the President of National Drug Control Policy (ONDCP) in the amount of \$1,451,346. The Board also approved Grant Agreement G23LA007A with the ONDCP, effective January 1, 2023, through December 31, 2024.

The contracting rate for the Criminal Analyst positions is established and approved by the grant and all funding is provided by the Los Angeles Regional Criminal Information Clearinghouse.

This current request is to ratify and authorize the Purchasing Agent to issue purchase orders to the State of California Department of Justice for the services of one (1) Criminal Analyst III for fiscal years 23/24 and 24/25, in the annual amount of \$57,028. The request for Purchasing Agent authority to issue these purchase orders was previously omitted in Motion No. 5 of June 27, 2023 (Minute Order 3.78) and the County is currently unable to pay outstanding invoices for the services being provided by the DOJ via the Memorandum of Understanding between the Riverside County Sheriffs' Department, the Inland Narcotics Clearing House (INCH) Los Angeles Regional Criminal Information Clearinghouse, and the California Department of Justice.

On July 19, 2024, in accordance with policy and budget guidance provisions of the HIDTA Program, the County of Riverside Purchasing and Fleet Services Department reviewed Single Source Justification No. 25-017 for the services of one (1) Criminal Analyst III for fiscal years 23/24 and 24/25, in the annual amount of \$57,028.

Attachments

Single Source Justification #25-017 dated 07/19/2024

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Melissa Curtis
Melissa Curtis, Deputy Director of Purchasing and Fleet

8/6/2024

Rebecca S Cortez
Rebecca S Cortez, Principal Management Analyst

8/21/2024

Amrit Dhillon
Amrit Dhillon

8/1/2024

Aaron Gettis
Aaron Gettis, Chief of Deputy County Counsel

8/5/2024



Riverside County Sheriff's Office

Chad Bianco, Sheriff-Coroner

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SS-SHERIFF, STATE OF CALIFORNIA DEPT OF JUSTICE

Date: Wednesday, July 10, 2024
From: Amanda Bennett, Deputy Director Sheriff Administration
To: Board of Supervisors/Purchasing Agent
Via: Captain Sean Brown (951) 955-1712
Subject: Single Source Justification; Request for Criminal Analyst Personnel

The below information is provided in support of my department requesting review for a single or sole source purchase/agreement with a cost of \$5,000 or more for goods and/or services.

Single Source Sole Source

Supporting Documents: indicate which are included in the request from the list below.

Supplier Quote Supplier Sole Source Letter Final draft agreement
 Final draft Form 11 H-11 approved by RCIT/TSOC Grant Agreement
 Other: N/A

1. Requested Supplier Name: State of California Department of Justice Supplier ID: 14696
 - a. Describe the goods/service being requested: The Los Angeles Regional Criminal Information Clearing House (LA Clear) provides a Crime Analyst III (Crime Analyst) and the California Department of Justice (DOJ) acts as the payor for Crime Analyst services. Currently, the Riverside Sheriff's Office (RSO) would like to continue to contract with the California Department of Justice (DOJ) and LA Clear for analytical support.
 - b. Explain the unique features of the goods/services being requested from this supplier: The County of Riverside (County) and RSO act as the fiduciary for the Inland Narcotics Clearing House (INCH) in a grant from the Los Angeles High Intensity Drug Trafficking Areas program (HIDTA). One of the requirements of the grant is that Congress mandates that analytical intelligence groups operate as part of the grant, assisting the fight against large scale illegal narcotics trafficking.



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- c. What are the operational benefits to your department? The Crime Analysts provide necessary case support and assist with the dissemination of narcotics related intelligence within the HIDTA. The County and RSO benefit by receiving trained analysts whose services can be discontinued at the end of the grant performance period and maintain zero liability as an employer. There are no costs to the County for the recruitment, background, hiring, or training of the CA DOJ/LA Clear personnel. The County also benefits by not directly employing the contracted employees all insurance claims and other tax liabilities are covered by CA DOJ and LA Clear as the employer of record. All employee handbooks and regulations are also maintained by CA DOJ/LA Clear, which ensures RSO and the other HIDTA initiatives receive a consistent service, and as mentioned above, positively impacts the control of information.
- d. Provide details on any cost benefits/discounts. The contracting rate for the Crime Analyst positions is established and approved by the grant and all funding is provided by LA HIDTA (a national conglomerate piece of the larger HIDTA controlled by the federal government in Washington DC).
2. Can this request be formally bid out or procured using a viable solution such as an existing cooperative agreement or existing contract with another department or public entity?
- Yes No
- a. If yes, please explain why you are requesting to utilize an SSJ process?

3. Has your department previously requested/received an assigned tracking number for a single or sole source request for this Supplier for the goods/service requested now?
- Yes SSJ# N/A (SSJ dated 1/21/2011) No
- a. What was the total annual and aggregate amount? Annual cost varied; aggregate \$835,335.
4. Identify all costs for this requested in the table below:



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If review is for multiple years, all costs must be identified below:

Description:	FY 23/24	FY 24/25	Total
Criminal Analyst Services	\$57,028	\$57,028	\$114,056
Total Costs	\$57,028	\$57,028	\$114,056

5. Period of Performance: January 1, 2023, through December 31, 2024

Ratify Start Date (if applicable): January 1, 2023


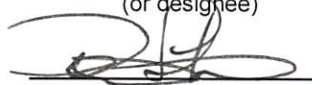
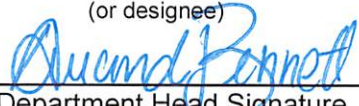
Initial Term Start Date: January 1, 2023, End Date: December 31, 2024

Number of renewal options (please provide those options: (i.e., one year with an option to renew four additional one-year periods): None.

Aggregate Term/End Date: December 31, 2024

6. Projected Board of Supervisor Date (if applicable): August 27, 2024

By signing below, I certify that all contractual and legal requirements to do business with the selected supplier has been fully vetted and approved.

	<u>Michael Bianco</u>	<u>7/11/24</u>
Chief Deputy Signature (or designee)	Print Name	Date
	<u>David LeVinson</u>	<u>7/11/24</u>
Assistant Sheriff Signature (or designee)	Print Name	Date
	<u>Amanda Bennett</u>	<u>7/11/24</u>
Department Head Signature (or designee)	Print Name	Date




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PCS Reviewed:

	Jose (Tony) Curiel	07/10/2024
_____	_____	_____
Print Name	Signature	Date

Note: Once signed by the Department Head and PCS (signature lines above), the PCS will e-mail completed SSJ form with supporting documents to psolesource@rivco.org, and cc: Supervising PCS. Please reach out to your assigned PCS with any questions.

The section below is to be completed by the Purchasing Agent or designee.

Purchasing Department Review and Comments: _____


Not to exceed:

One-time \$ _____

Annual Amounts reflected in completed chart for Question #4

Total Cost \$ 114,056

Aggregate Amount \$ _____

	7/19/2024	25-017
_____	_____	_____
Purchasing Agent Signature	Date	Tracking Number
		(Reference on Purchasing Documents)

Submitted: 7/17/2024