



Board Agenda Item 55

DATE: August 5, 2025

TO: Board of Supervisors

SUBMITTED BY: Kirk Haynes, Chief Probation Officer

SUBJECT: Retroactive First Amendment to Master Agreement No. A-22-213

RECOMMENDED ACTION(S):

Approve and authorize the Chairman to execute a retroactive First Amendment assigning Master Agreement No. A-22-213 from Embassy Consulting Services, LLC to SRT Executive Services, LLC, effective October 1, 2024, with no change in agreement compensation for all contractors of \$795,000.

There is no additional Net County Cost associated with the recommended action. Approval of the recommended action will allow the assignment of Master Agreement No. A-22-213 from Embassy Consulting Services, LLC (Embassy) to SRT Executive Services LLC (SRT), providing the Department continued access to mandated certified courses that meet the Standards and Training for Corrections (STC) requirements set forth by the Board of State and Community Corrections (BSCC). In October of 2024, SRT acquired Embassy, one of twelve vendors currently under contract with the County to provide STC training under Master Agreement No. A-22-213. This item is countywide.

ALTERNATIVE ACTION(S):

If the recommended action is not approved, the Department will no longer have access to the mandated STC training courses offered by SRT, formerly provided by Embassy. The Department would work with the Purchasing Division of the General Services Department to identify alternatives to meet the training needs of the Probation Department, a process which could result in a lapse of services and the Department falling out of compliance with mandated STC training.

RETROACTIVE AGREEMENT:

This recommended action is retroactive to October 1, 2024, as that is the date SRT acquired Embassy. The Department was not made aware of the acquisition until April 28, 2025, and was not provided with all the necessary documents until May 19, 2025.

FISCAL IMPACT:

There is no increase in the Net County Cost associated with the recommended action. Sufficient appropriations and estimated revenues are included in Probation's FY 2024-25 Adopted Budget and FY 2025-26 Recommended Budget for Probation's Org 3430 and will be included in subsequent budget requests for the duration of the recommended action. There are no pending invoices for Embassy.

DISCUSSION:

Probation Peace Officer staff, including Deputy Probation Officers (DPOs) and Juvenile Correctional Officers (JCOs), are mandated to complete a minimum number of annual training hours. In order for training to count toward the requirement, each training course must be STC-certified by BSCC.

On May 17, 2022, the Board approved Master Agreement No. A-22-213 for STC-certified training services, originally with fifteen STC-certified training vendors. There are now twelve STC-certified training vendors remaining under contract to provide the required training courses, as set forth in the agreement.

On October 1, 2024, SRT acquired Embassy; SRT now desires to formally assume from Embassy all rights, interests, obligations, responsibilities and adhere to all terms of Master Agreement A-22-213 for the remainder of the agreement, with no change to the maximum compensation or term. The Department has verified SRT's good standing with the California Secretary of State, and is willing to accept the assignment.

If your Board should approve the amendment for assignment, Probation staff will oversee the transition and assumption of responsibilities from Embassy to SRT.

REFERENCE MATERIAL:

BAI #52, May 17, 2022

ATTACHMENTS INCLUDED AND/OR ON FILE:

On file with Clerk - First Amendment to Master Agreement No. A-22-213

CAO ANALYST:

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