



Board Agenda Item 64

DATE: June 20, 2017

TO: Board of Supervisors

SUBMITTED BY: Rick Chavez, Chief Probation Officer

SUBJECT: Master Agreement for Training Services

RECOMMENDED ACTION(S):

- 1. Approve and authorize the Chairman to execute a Master Agreement with Standards and Training for Corrections certified trainers for training services, effective upon execution, not to exceed five consecutive years, which includes a three-year base contract and two optional one-year extensions, total not to exceed \$575,000; and**
- 2. Authorize the Chief Probation Officer or his designee to add additional contractors to the Master Agreement as they are identified, upon agreement to the terms and conditions for training services, without returning to the Board of Supervisors with amendment(s).**

There is no additional Net County Cost associated with the recommended actions. Your Board's approval of the recommended actions will create a master agreement that will have a variety of trainers who can provide certified courses that meet the Standards and Training for Corrections (STC) standards set forth by the Board of State and Community Corrections (BSCC). The master agreement will be utilized by the Probation Department to meet mandated training requirements applicable to the duties and responsibilities of Probation staff (i.e. Deputy Probation Officers and Juvenile Correctional Officers).

ALTERNATIVE ACTION(S):

If your Board does not approve the recommended actions, the Probation Department would work with the Purchasing Division of the Internal Services Department to find alternatives to meet the training needs of the Department.

FISCAL IMPACT:

There is no additional Net County Cost associated with the recommended actions. The agreement will have an annual maximum of \$115,000 with a total five year maximum not to exceed \$575,000. Funding for required training is included in the Adopted FY 2016-17 Probation Org 3430 Budget. Funding for future years will be included in future Recommended Budgets subject to your Board's approval.

DISCUSSION:

Probation's mission is to deliver essential services to the courts, support victim advocacy, and provide protection to the community by providing a continuum of services to our clients. In order to accomplish this mission, Probation employees, including deputy probation officers and juvenile correctional officers, are mandated to complete a minimum number of training hours annually. In order for training to count toward the mandated hours, the training course must be STC certified by the BSCC.

The recommended master agreement of STC certified training vendors will be utilized to develop the Department's Annual Training Plan. The Annual Training Plan is a list of available courses offered by the Probation Department in order for staff to meet their mandated training hours. The number of courses for each training year varies; therefore, the number of courses requested from training vendors may vary depending on the Department's focus and need during a given training year.

Probation, with advice from the County's Purchasing Division, determined that the most effective method for establishing a vendor list was to issue a Request for Statement of Qualifications (RFSQ) and from that list execute a master agreement. RFSQ No. 17-074 was issued on April 18, 2017 and closed on May 3, 2017. The Department received six statements of qualification in response to the RFSQ, five of which met the minimum qualifications to provide the requested training services. These five vendors are included in the recommended master agreement before your Board.

Developing a comprehensive list of STC certified training vendors increases efficiency and effectiveness in streamlining the process for selecting the best training vendors for a variety of training topics which includes, but is not limited to: evidence based practice topics; skills sets to improve an officer's ability to communicate effectively with our community; current and updated case and legislative law; officer safety topics; CPR; First Aid; and blood borne pathogens.

The vendor selection process will require the Probation Department to send a notification to all contracted trainers outlining the specific training curriculum needs which will include instructions and a deadline for what contractors need to submit to be considered for selection. Once requested information is received from contractors, the selection will be based on cost, active STC certification, contractor's ability to meet specific curriculum requests for specific topics, references and STC evaluation forms from other agencies/departments and course audits at other agencies/departments.

The Purchasing Division is in agreement with the recommended actions.

ATTACHMENTS INCLUDED AND/OR ON FILE:

On file with Clerk - Master Agreement

CAO ANALYST:

Samantha Buck