



Board Agenda Item 52

DATE: May 17, 2022
TO: Board of Supervisors
SUBMITTED BY: Kirk Haynes, Chief Probation Officer
SUBJECT: Master Agreement for Training Services

RECOMMENDED ACTION(S):

Approve and authorize the Chairman to execute a Master Agreement with Standards and Training for Corrections-certified trainers, for training services, effective June 1, 2022, not to exceed five consecutive years, which includes a three-year base contract and two optional one-year extensions, total not to exceed \$795,000

There is no additional Net County Cost associated with the recommended action. Approval of the recommended action will allow the Department to utilize a master agreement to provide staff with mandated certified courses that meet the Standards and Training for Corrections (STC) requirements set forth by the Board of State and Community Corrections (BSCC). This item is countywide.

ALTERNATIVE ACTION(S):

If your Board does not approve the recommended action, the Department would not be able to provide required training until an agreement is in place. The Department would then resume 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 increase in Net County Cost associated with the recommended actions. The recommended agreement has an annual maximum of \$159,000, with a total five-year maximum of \$795,000. There are sufficient appropriations and estimated revenues in the FY 2021-22 Adopted Budget for Probation's Org 3430 and will be included in subsequent budget requests.

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 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 annual training hours. In order for training to count toward the mandated hours, each training course must be STC-certified by the BSCC.

On June 20, 2017, the Board authorized the approval of the prior Master Agreement for training services, which expires May 31, 2022. The Department worked with the Department of Internal Services' Purchasing Division on a Request for Statement of Qualifications (RFSQ) to establish a list of qualified vendors for a master agreement, because the Department requires STC-certified instructors to provide mandated training

each year. This process is the most efficient and effective method to secure properly qualified instructors to allow for advance scheduling, thus, ensuring staff receive required training as needed. The Purchasing Division issued RFSQ No. 22-037 on February 10, 2022, with a closing date of March 1, 2022. The Department received four statements of qualification in response to the RFSQ, which met the minimum qualifications to provide the requested training services, however, the four responding vendors were not able to meet all of the training needs of the Department. As a result, the Department met with the Purchasing Division and decided to re-open the RFSQ on March 4, 2022, with a closing date of March 10, 2022, to allow sufficient time for additional submittals, to meet all of the training needs of the Department. The Department received twelve additional statements of qualification in response to the re-opening of the RFSQ, all of which met the minimum qualifications to provide the requested training services for the Department. During the Agreement development process, one vendor informed the Department they were no longer providing the required services. A total of fifteen vendors are included in the recommended master agreement before your Board.

The comprehensive list of fifteen STC-certified training vendors increases efficiency and effectiveness in streamlining the process for selecting the best training vendors for a variety of training topics for the Department. Training topics include, but are not limited to, evidence-based practice topics, skill sets to improve an officer's ability to communicate effectively with the community, current case law and legislation, officer safety topics, CPR, First Aid, and blood borne pathogens. Each vendor has submitted its training rates, which are attached to the recommended master agreement.

The following process will be used by the Department to select vendors: a notification will be sent to all trainers outlining the Department's specific training curriculum needs. The Department's selection will be based on lowest cost, active STC certification for that training course, a vendor's ability to meet specific curriculum requests for specific topics, availability, prior history of negative evaluations for that training course, and results of any background check that has been completed.

REFERENCE MATERIAL:

BAI #64, June 20, 2017

ATTACHMENTS INCLUDED AND/OR ON FILE:

On file with Clerk - Master Agreement

CAO ANALYST:

Greg Reinke