



Board Agenda Item 40

DATE: October 23, 2018

TO: Board of Supervisors

SUBMITTED BY: Kirk Haynes, Chief Probation Officer

SUBJECT: Approve Agreement with Lexipol, LLC. to provide Probation and Juvenile Policy Manuals and Daily Training Bulletin Services

RECOMMENDED ACTION(S):

- 1. Make a finding that it is in the best interest of the County to waive the competitive bidding process consistent with Administrative Policy No. 34 for unusual or extraordinary circumstances as Lexipol is the only vendor that provides fully integrated Probation and Juvenile Policy Manuals and Daily Training Bulletin subscription services that meet the requirements of the Probation Department; and**
- 2. Approve and authorize the Chairman to execute an Agreement with Lexipol, LLC., for subscription services effective November 1, 2018, not to exceed five consecutive years, which includes a three-year base contract and two optional one-year extensions, total not to exceed \$397,051.**

There is no additional Net County Cost associated with the recommended actions. Approval of the recommended actions will provide Probation with a comprehensive web-based probation and juvenile policy manual and daily training bulletin services. The Department is requesting a suspension of competition because Lexipol is the only vendor that provides fully integrated Probation and Juvenile Policy Manuals and Daily Training Bulletin subscription services in one package. This item is countywide.

ALTERNATIVE ACTION(S):

If the recommended actions are not approved, Probation would not have the benefits provided by Lexipol, including continual policy updates based on statutes, case law and regulation changes and daily training bulletins.

SUSPENSION OF COMPETITION/SOLE SOURCE CONTRACT:

The Department requests your Board waive the competitive bidding process consistent with Administrative Policy No. 34 under the unusual or extraordinary circumstances exception as Lexipol is uniquely qualified to provide these services. Lexipol is the leading provider of management resources for public safety organizations, establishing a unique set of risk management tools by integrating agency-specific, customized policy manuals with daily training bulletin services accessed through a web browser to provide clear communication and concise policy guidance to department staff members. Lexipol provides the Probation Department a unique capability of establishing and maintaining department specific policies that reflect up-to-date applicable industry standards and best practices customized for California. The subscription then continues to identify potential policy updates as statutes, case law and regulations change. Department policies are then reinforced to staff by daily scenario-based training bulletins.

The Lexipol program is unique in several ways as there is no other system that offers the following integration in one package:

- Online policy manual content, document management, training content and testing, regular and urgent updated through the web based system;
- Linking between the Daily Training Bulletins and policy sections to which they apply;
- Archiving of all versions of department policy manual and the capture of electronic signatures acknowledging policy updates, daily training records and test results; and
- Robust reporting features including exception reporting and export capabilities.

Based on this, a letter of interest was not issued. The Internal Service Department, Purchasing Division concurs with the Department's request to waive the competitive bidding process.

FISCAL IMPACT:

There is no increase in Net County Cost associated with the recommended actions. The maximum compensation for the first year of the agreement is \$151,295, which includes \$96,000 for implementation costs and \$55,295 for the first year subscription. Compensation for the annual subscription for years two through five would be \$61,439. The maximum compensation for the full term of the recommended agreement is \$397,051. Appropriations are included in Probation's FY 2018-19 Adopted Org 3430 Budget. Funding for subsequent years of this agreement will be included in Probation's requested budget for each respective fiscal year.

DISCUSSION:

Probation has a need for a comprehensive probation and juvenile policy manual that reflects up-to-date content specific to federal and California state law, applicable industry standards, and best practices, yet can be customized to meet the needs of the Probation Department. The Department does not have a dedicated staff or the resources to translate statutes, case law and emerging trends into usable, defensible policies.

On March 24, 2015 the Board approved an agreement with Lexipol to provide the Sheriff's Office with their Law Enforcement Policy Manual and Daily Training Bulletin subscription services.

The following products will be provided with the approval of this agreement:

Policy Manual Development

Lexipol will provide master policies which can be customized by the Probation Department. Department staff, prompted through interactive online software, develop Policy Manuals standardized with regulatory requirements yet customized to Department's unique mission, philosophy, and resource availability. Each version of the manuals are retrievable from the Lexipol system. This is a resource in defense litigation or personnel matters that call for authenticated copies of policy or training records years after an incident.

Daily Training Bulletins

Lexipol will provide a training component that consists of Daily Training Bulletins that has the ability to train and test Department officers on its policies and procedures. The bulletins consist of a brief scenario illustrating realistic circumstances officers typically encounter. Each scenario is linked to a policy, which puts the policy in an operational context and helps officers understand why the policy exists and how it applies to their daily tasks. The bulletin includes a brief test, which the officer must pass to be credited with the training. The bulletins can be customized as areas are identified that require additional training. This training component allows the Probation Department to track its training by officer, topic, or policy and is archived electronically which can be produced immediately or retrieved years later.

REFERENCE MATERIAL:

BAI #24, March 24, 2015

ATTACHMENTS INCLUDED AND/OR ON FILE:

On File with the Clerk - Agreement with Lexipol, LLC
Suspension of Competition Form PD-048

CAO ANALYST:

Samantha Buck