



Board Agenda Item 54

DATE: July 9, 2019

TO: Board of Supervisors

SUBMITTED BY: Kirk Haynes, Chief Probation Officer

SUBJECT: Agreement with JBI, LTD

RECOMMENDED ACTION(S):

1. **Make a finding that is in the best interest of the County to suspend the competitive bidding process consistent with Administrative Policy No. 34 for unusual or extraordinary circumstances, as JBI is the only vendor that provides its proprietary RMS system, which assists the Probation Department with all aspects of the Federal Title IV-E program; and**
2. **Approve and authorize the Chairman to execute Agreement with JBI, LTD for services for the Federal Title IV-E program effective July 25, 2019, not to exceed five consecutive years, which includes a three-year base contract and two optional one-year extensions, total not to exceed \$600,000.**

There is no Net County Cost associated with the recommended actions. The costs for the recommended agreement will be funded with Title IV-E revenue. The program is designed to provide case management services to juveniles at imminent risk of being removed from their home and placed in a foster or group home, or who are already in a foster or group home. Approval of the recommended actions will allow JBI, LTD (JBI) to continue to provide professional services associated with assisting the Probation Department with all aspects of its Federal Title IV-E claims. A suspension of competition is being requested because the JBI program, including the random moment time keeping system (RMS), is proprietary, and Probation staff have been trained in this system. Switching to another company would require significant time and resources to retrain staff on a new program/system. This item is countywide.

ALTERNATIVE ACTION(S):

If the recommended actions are not approved, the Probation Department will not have the invaluable services JBI offers in assuring that Probation's Title IV-E claims are in compliance with Federal and State regulations.

SUSPENSION OF COMPETITION/SOLE SOURCE CONTRACT:

The Department requests your Board suspend the competitive bidding process consistent with Administrative Policy No. 34 under the unusual or extraordinary circumstances exception, as JBI's program, including the RMS, is proprietary, and Probation staff have been trained in this system. Switching to another company and system would require significant time and resources to retrain staff on a new program/system. In addition, JBI is the leading company providing these services in California. They are currently providing these services to 35 Probation Departments in California. They are also the agency the Chief Probation Officers of California look to for training in the Title IV-E program. Based on these factors, a letter of interest was not sent out. The Internal Services Department - Purchasing concurs with the Department's request to suspend the competitive bidding process.

FISCAL IMPACT:

There is no Net County Cost associated with the recommended actions. The fees for the services performed under this agreement are paid for with revenue received from the Title IV-E program. The Contractor will receive a fee of 10% of the sum of Probation's gross quarterly Title IV-E claims with a maximum of \$30,000 per quarter, for a maximum of \$120,000 annually. The maximum compensation for the five-year term of the recommended agreement is \$600,000. It should be noted, Probation's Title IV-E claims have averaged approximately \$400,000 annually.

DISCUSSION:

The Probation Department participates in the Federal Title IV-E program. The program is designed to provide case management services to juveniles at imminent risk of being removed from their home and placed in a foster or group home, or who are already in a foster home or group home. Assessments are completed on juveniles within the Title IV-E program and referrals for services are made to address the needs identified in the assessment.

The recommended agreement will allow JBI to continue to provide professional services associated with assisting the Probation Department with all aspects of their Federal Title IV-E program, including preparation of time studies, case plans, and claim submittal. JBI also provides training to staff on how to accurately complete the Title IV-E time study, and training for using their proprietary RMS. In addition, JBI will audit and provide quality assurance to ensure the Probation Department's claims are accurate, and will be on-site and assist the Probation Department through any State or Federal audits. JBI has been providing these services since to the County since 2014.

REFERENCE MATERIAL:

BAI # 20, January 13, 2015

ATTACHMENTS INCLUDED AND/OR ON FILE:

On File with the Clerk - Agreement with JBI
Suspension of Competition Form PD-048

CAO ANALYST:

Samantha Buck