



Board Agenda Item 41

DATE: August 6, 2019

TO: Board of Supervisors

SUBMITTED BY: Kirk Haynes, Chief Probation Officer

SUBJECT: Retroactive First Amendment to Master Agreement for Training Services

RECOMMENDED ACTION(S):

Approve and authorize the Chairman to execute retroactive First Amendment to Agreement No. 17-297, Master Agreement for Training Services, effective June 1, 2018 with no change in term to May 31, 2022, and increasing the maximum by \$220,000 to a total of \$795,000.

There is no Net County Cost associated with the recommended action. The recommended amendment would increase the annual maximum compensation by \$55,000, to \$170,000, and the total maximum compensation to \$795,000, in order to meet the training needs of the Department. The Master Agreement for Training Services utilizes 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 Correction (BSCC). The costs of these trainings are offset with State STC funding. This item is countywide.

ALTERNATIVE ACTION(S):

If your Board does not approve the recommended action, pending invoices for services already provided would not be paid. The Probation Department would work with Purchasing Division of the Internal Services Department to find alternatives to meet the future training needs of the Probation Department, which cannot be met with the current compensation limits in the Agreement.

RETROACTIVE AGREEMENT:

Due to staff oversight, an amendment to this agreement was not brought to your Board for approval in advance of the annual maximum compensation being reached and prior to the end of the annual contract period. Staff tracks costs associated with these services; however, due to an increase in need for training, it was discovered in April 2019 that the agreement maximum had been exceeded. Due to exceeding the annual maximum, invoices have not been paid. If your Board approves the recommended amendment, adequate funding will be made available in this Agreement to pay the pending invoices and fund future training needs of the Department.

FISCAL IMPACT:

There is no Net County Cost associated with the recommended action. The proposed amendment is necessary to increase the agreement maximum to address an increase in staff training requirements. The recommended amendment would increase the annual maximum compensation beginning with year two of this Agreement, from \$115,000 to \$170,000, and would increase the total maximum compensation from \$575,000 to \$795,000. Funding required for training is included in the Recommended FY 2019-20 Org 3430 Budget that will be presented to your Board in September 2019. State Standards and Training for

Corrections (STC) funding offsets the costs of these trainings.

DISCUSSION:

The existing master agreement for training services provides STC certified training vendors, who are 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.

The vendor selection process described in the Master Agreement requires the Probation Department to send a notification to all contracted trainers who provide the required training, outlining the specific training curriculum needs, instructions, and a submittal deadline in order to be considered for selection. Once the requested information is received from contractors, the selection is based on cost, active STC certification, contractor's ability to meet specific curriculum requests for specific topics, references, and STC evaluation forms and course audits.

The recommended amendment will increase the initial three year term maximum by \$110,000, and the two optional one year extension maximums by \$55,000 each. The yearly maximum compensation limit in year two of the agreement was exceeded by \$21,540. The Department will not pay invoices exceeding the maximum until the recommended amendment is approved by your Board. The recommended amendment is required due to an increase in the need for trainings, and the addition of a vendor to the Master Agreement, who was providing services to the Probation Department under a separate County agreement. Once that agreement expired, this vendor was added to the Master Agreement.

It should be noted staff has reviewed their internal processes to anticipate training needs and ensure adequate tracking of agreement expenditures in the future.

REFERENCE MATERIAL:

BAI #64 June 20, 2017

ATTACHMENTS INCLUDED AND/OR ON FILE:

On file with Clerk - First Amendment to Agreement No. 17-297

CAO ANALYST:

Samantha Buck