



Board Agenda Item 46

DATE: November 18, 2025

TO: Board of Supervisors

SUBMITTED BY: Kirk Haynes, Chief Probation Officer

SUBJECT: Retroactive Sole Source Agreement with Lexipol, LLC

RECOMMENDED ACTION(S):

- 1. Under Administrative Policy No. 34 for competitive bids or requests for proposals (AP 34) determine that an exception to the competitive bidding requirement under AP 34 is satisfied and a Sole Source - Suspension of Competition is warranted, and that the best interests of the County would be served by entering into an agreement with Lexipol, LLC (Lexipol), as Lexipol is the only vendor that provides a comprehensive policy management solution suite that meets the requirements of the Probation Department; and**
- 2. Approve and authorize the Chairman to execute a retroactive sole source Agreement with Lexipol for subscription-based policy management and training services, effective November 1, 2025, not to exceed five consecutive years, which includes a three-year base contract and two optional one-year extensions, total not to exceed \$390,972.**

There is no additional Net County Cost associated with the recommended actions, which will maintain the Probation Department's access to subscription-based policy management and training services through Lexipol. The subscription provides access to copyrighted content on a proprietary, web-based Knowledge Management System (KMS), with an integrated training component, to increase policy compliance and staff safety. This item is countywide.

ALTERNATIVE ACTION(S):

The SB 978 mandate requires the Department to publish policies and procedures, which it currently maintains and publishes through Lexipol. If the recommended actions are not approved, the Department will lose access to current policies, which would create safety issues for staff, and cause the Department to be out of compliance with SB 978.

SOLE SOURCE CONTRACT:

It is requested that the County find under AP No. 34 that an exception to the competitive bidding requirement is satisfied, and a suspension of competition is warranted due to unusual or extraordinary circumstances, as Lexipol is the only vendor that provides a comprehensive policy management solution suite that meets the requirements of the Probation Department, incorporating continual policy updates based on statutes, case law and regulation changes, with an integrated training component. In addition, since 2018, the Department has been utilizing Lexipol's copyrighted policies, customized to the Department's unique needs. If the recommended agreement is not approved, the Department would lose access to current policies and would no longer be in compliance with state laws and regulations. Developing and implementing new policies would take at least twelve to sixteen months, following the procurement process. The Department believes that it is crucial to maintain access to Lexipol's copyrighted content and ensure continuity of these

essential services for the Department. Based on this, a letter of interest was not necessary. The General Services Department (GSD) - Purchasing concurs with the Department's assessment that this satisfies the exception to the competitive bidding process required by AP 34.

RETROACTIVE AGREEMENT:

The recommended agreement is retroactive to November 1, 2025 because the final revisions of the proposed agreement were received from Lexipol on October 20, 2025 and it is being brought to your Board in accordance with the agenda item processing timelines.

FISCAL IMPACT:

There is no increase in Net County Cost associated with the recommended actions. The maximum compensation for the three-year base term will be \$223,058, and the maximum compensation for the potential five-year term is \$390,972. Sufficient appropriations are included in Probation's FY 2025-26 Adopted Budget for Org 34309999 and will be included in future budget requests. There are two pending invoices for the recommended agreement totaling \$70,756.

DISCUSSION:

On October 23, 2018, the Board approved an agreement with Lexipol to provide the Department with policy manual management and Daily Training Bulletin (DTB) services. Approval of the recommended retroactive agreement will provide the Department with continued access to Lexipol's comprehensive policy management solution suite, including: Policy manuals, DTBs, Policy Updates, Web-Based Delivery Platform and Mobile App (KMS), Reports, and Supplemental Publication Service.

Lexipol provides access to substantive copyrighted content of master policies which are accessible on Lexipol's proprietary KMS. These master policies are researched and written by public safety attorneys and subject matter experts, are compliant with State and federal laws and regulations, and are based on nationwide best practices. Prompted through interactive online software, Department staff develop Policy Manuals standardized with regulatory state requirements, customized to the Department's unique mission, philosophy, and resource availability. Lexipol also provides DTBs, integrated training components that train and test Department officers on policies and procedures. The KMS also captures electronic signatures for required training completion and provides intuitive reporting. These features allow the Probation Department to track and electronically archive training completion by officer, topic, or policy. This allows the Department to increase policy compliance and personnel safety and is a resource in defense litigation or personnel matters that call for authenticated copies of policy or training records years after an incident.

REFERENCE MATERIAL:

BAI #40, October 23, 2018

ATTACHMENTS INCLUDED AND/OR ON FILE:

Sole Source Acquisition Request Form
On file with Clerk - Agreement with Lexipol, LLC

CAO ANALYST:

Fine Nai