



COUNTY OF LOS ANGELES PROBATION DEPARTMENT

9150 EAST IMPERIAL HIGHWAY — DOWNEY, CALIFORNIA 90242
(562) 940-2501



RICHARD SHUMSKY
Chief Probation Officer

November 7, 2002

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors

**APPROVE CONTRACT TO PROVIDE MICROFILM CONVERSION
AND RELATED MICROGRAPHIC SERVICES WITH
SOURCECORP/MICRO PUBLICATION SYSTEMS
FOR THE LOS ANGELES COUNTY PROBATION DEPARTMENT**

(ALL SUPERVISORIAL DISTRICTS, 3 VOTES)

IT IS RECOMMENDED THAT YOUR BOARD:

1. Approve contract with SourceCorp/Micro Publication Systems for the provision of microfilm conversion and related micrographic services for the Los Angeles County Probation Department at an estimated cost of \$189,134 for the period of January 1, 2003 to June 30, 2004.
2. Instruct the Chair, Board of Supervisors, to sign the attached contract.
3. Delegate to the Chief Probation Officer authority to execute contract modifications not exceeding ten percent (10%) of the contract amount and/or one hundred eight (180) days to the period of performance pursuant to the terms contained in the contracts, upon approval as to form by County Counsel.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTIONS

SourceCorp/Micro Publication Systems has provided microfilm and related conversion services to the Probation Department since January 7, 1990 through contracts administered by the Superior Courts (Courts). In August, 2002, the Courts notified us that, since they are now operated by the State of California and their contracts are not subject to approval by the County Board of Supervisors, Probation could not continue utilizing services under the joint contract after its expiration on January 7, 2003. In order to continue receiving these services, Probation will now have to negotiate and execute an agreement, and present it to your Board for approval. Consequently, Probation is recommending approval of a sole source contract with the current contractor for an 18-month period. This will provide the Department with sufficient time to replace the microfilm-based system with a digital imaging system by implementing the new Probation Enterprise Document Management system. The development of the Enterprise Document Management system is part of the Department's strategic goal to improve organizational effectiveness through the use of information technology. The Department is in the planning phase of implementing this automated centralized document management and workflow system.

Implementation of Strategic Plan Goals

The recommended Board action is consistent with the Countywide Strategic Plan Goal No. 1: Service Excellence, and Goal No. 3: Organizational Effectiveness. Implementation of the recommendations will enable Probation to continue vital services related to the Department's Central Records, Pretrial Services, and the Business Management Division.

FISCAL IMPACT/FINANCING

The recommended contract cost is estimated at \$189,134. Adequate funds are provided in the FY 2002/2003 Probation Department's Budget to finance the cost of the proposed contract which include provisions for non-appropriation of funds and budget reductions.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS:

The proposed contract is for the 18-month period of January 1, 2003 through June 30, 2004. Microfilm conversion services will be provided for the Probation Department's Central Records, Pretrial Services, and Business Management Division.

The proposed contracts are in compliance with all Board, Chief Administrative Officer, and County Counsel requirements. County Counsel has approved contract as to form.

In accordance with the Department of Human Resources memorandum dated November 16, 1995, the contract has been reviewed in regard to the provisions for hiring displaced County employees. The contractor agrees to give first consideration to hire permanent County employees targeted for layoff, or qualified former County employees who are on a re-employment list after the effective date of the contract and during the life of the contract.

In accordance with the Chief Administrative Office memorandum dated October 6, 1997, the contract contains County requirements regarding the hiring of participants in the GAIN/GROW program.

In accordance with the Auditor-Controller memorandum dated March 2, 2000, the contract contains County requirements regarding contractor non-responsibility and debarment.

The contract is Non-Prop A. Consequently, there are no departmental employee relations issues and the contract will not result in a reduction of County services.

The Department has evaluated and determined that the Living Wage Program (County Code Chapter 2.201) does not apply to the recommended contract.

Probation will not request the contractor to perform services, which exceed the Board approved contact amount, scope of work, and/or contract dates.

In accordance with the recently adopted Employee Jury Service Program, the contract contains County requirements regarding the provision of paid jury service time for their employees.

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In accordance with the Chief Administrative Office memorandum dated July 19, 2002, the proposed contractors have been instructed to register on WebVen.

CONTRACTING PROCESS

Probation has had Board-approved microfilm conversion contracts administered by the Courts since 1990. The final contract extension with Micro Publication Systems will expire January 7, 2003. Since the Courts are no longer governed by the County, their contracts are not approved by your Board. Consequently, Probation cannot enter into subsequent joint contracts with Courts and will be soliciting for same or similar services within the next few months. The Department is recommending a contract award on a sole source basis with the current provider to continue procuring the required services while soliciting for a new contract for the same or similar services. The Department will return to your Board with recommendations for a contract award based on a competitive solicitation process.

IMPACT ON CURRENT SERVICES (OR PROJECTS): -

The Probation Department has numerous documents which must legally be stored for specific periods of time. Delays in approving the recommended contract will result in Probation's inability to accommodate additional files and documents, exacerbating already severe storage problems.

It is requested that the Executive Officer, Board of Supervisors, forward a copy of the executed contract to the Probation Department, 9150 East Imperial Highway, Downey, California 90242, Attention: Yolanda Young, Contracts & Grants Management Division, and a copy to the contractor, SourceCorp/Micro Publication Systems.

Respectfully submitted,



Richard Shumsky
Chief Probation Officer

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c: Chief Administrative Officer
County Counsel