County of Los Angeles
Sheriff's Department Headquarters
4700 Ramona Boulevard
Monterey Park, California 91754-2169

LEROY D. BACA, SHERIFF

February 7, 2006

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

Dear Supervisors:

REQUEST TO AUTHORIZE THE PURCHASING AGENT TO ISSUE A CONFIRMING PURCHASE ORDER TO ALLOW THE LOS ANGELES COUNTY SHERIFF'S DEPARTMENT TO PROCESS PAYMENT ON AN OUTSTANDING INVOICE FOR VARIOUS SERVICES (ALL DISTRICTS) (3 VOTES)

IT IS RECOMMENDED THAT YOUR BOARD:

Authorize the Purchasing Agent to issue a confirming purchase order to Quality Forensics, Inc., in the sum of $99,000, to permit the Sheriff's Department to pay for consulting services as part of a process mapping program sponsored by the Forensic Science Initiative of West Virginia University.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The purpose of the recommended action is to enable the Department to pay an outstanding invoice totaling $99,000. Board approval is required, as the invoice represents a purchase for services requested and received by Department personnel in violation of County's purchasing guidelines.

The violation was discovered as part of our continuing effort to review and audit all purchases for compliance with County Purchasing Guidelines. Purchasing violations have been issued and investigations are pending. Appropriate discipline will be rendered upon conclusion of the investigations. It remains our steadfast commitment to be in full compliance with all policies and protocols relating to purchasing.

Implementation of Strategic Plan Goals

The proposed recommendation supports the County and the Department's Strategic Plan, Goal #1: Service Excellence, providing the public with service that is beneficial and responsive.

FISCAL IMPACT/FINANCING

Funding in the amount of $99,000 has been allocated in the Department's Fiscal Year 2005-06 budget.

FACTS AND PROVISIONAL/LEGAL REQUIREMENTS

The invoice totaling $99,000 is currently more than sixty (60) days past due. The vendor acted in good faith on an order believed to be valid.

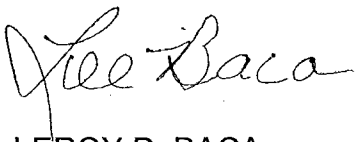
IMPACT ON CURRENT SERVICES (OR PROJECTS)

The approval of this action will allow the Department to effectuate the payment for services that have been received. Failure to approve this request may subject the Department to litigation, and may negatively impact the Department's relationship with these vendors.

CONCLUSION

Upon approval by the Board of Supervisors, please return adopted copies of this letter to the Sheriff's Department, Accounts Payable Unit and the Internal Services Department, Purchasing Division, Mr. Joe Sandoval.

Sincerely,



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