COUNTY OF LOS ANGELES
PROBATION DEPARTMENT
9150 EAST IMPERIAL HIGHWAY, DOWNEY, CALIFORNIA 90242
(562) 940-2513

PAUL HIGA
Chief Probation Officer

April 6, 2006

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 WITH
MORRISON MANAGEMENT SPECIALISTS, INC.
TO PROVIDE FOOD SERVICES AT BARRY J. NIDORF JUVENILE HALL
FOR THE PROBATION DEPARTMENT
(ALL SUPERVISORIAL DISTRICTS – 3 VOTES)**

IT IS RECOMMENDED THAT YOUR BOARD:

1. Find that food services provided under the proposed contract can be more economically performed by the contractor rather than by County employees.

2. Approve and instruct the Mayor to sign the attached contract with Morrison Management Specialists, Inc., for the provision of food services at Barry J. Nidorf Juvenile Hall for the Probation Department at an estimated annual amount of $1,668,439 for the period of May 1, 2006 through April 30, 2007, with an option to renew for four additional 12-month periods. Funding for this contract is included in the FY 2005-06 Adopted Budget.

3. Delegate authority to the Chief Probation Officer to prepare and execute contract amendments to extend the contract term for four additional 12-month periods, at an estimated amount of $1,668,439 per term, upon approval as to form by County Counsel.

4. Delegate authority to the Chief Probation Officer to prepare and execute amendments to this contract for any decrease or increase not to exceed 10% of the contract amount and/or 180 days to the period of performance pursuant to the terms contained therein, upon approval as to form by County Counsel. The Chief Probation Officer will notify the Chief Administrative Office in writing within 10 business days after execution.

PURPOSE/ JUSTIFICATION OF RECOMMENDED ACTIONS:

The purpose of the recommended actions are to obtain approval of a contract (Attachment I) with Morrison Management Specialists, Inc., for food services at Barry J. Nidorf Juvenile Hall (BJNJH) for the Probation Department.

The Probation Department has contracted for the provision of food services at BJNJH since 1981. BJNJH is an institutional setting that has a unique work location. It is open seven days a week, 24 hours a day. The contractor's major function is to provide reliable food services that include the purchase, delivery, storage, preparation and serving of food to all juveniles and authorized personnel at BJNJH. The contracted services must be performed in accordance with County standards and in a manner consistent with the long-range plans, goals and objectives of providing quality food at BJNJH.

The Probation Department provides oversight of the contractor and ensures accountability for the services provided. Approval of this contract will enable the Probation Department to continue receiving food services at BJNJH.

Implementation of Strategic Plan Goals

The recommended Board actions are consistent with the Countywide Strategic Plan, Organizational Goal #2: Workforce Excellence: Enhance the quality and productivity of the County workforce, Organizational Goal #3: Organizational Effectiveness: Ensure that service delivery systems are efficient, effective, and goal-oriented, and Organizational Goal #4: Fiscal Responsibility: Strengthen the County's fiscal capacity.

FINANCIAL IMPACT/FINANCING:

The estimated annual cost of this contract is $1,668,439. The annual savings to the County is estimated at $222,504 (See Attachment II). The price per meal at the meal range of 2300-2399 is $1.9232. Because the annual number of meals cannot be projected with certainty given the fluctuations of juveniles entering the system, the actual contract savings may be more or less than estimated. Attachment III shows the benefits available to contract employees. Attachment IV provides the process used for contracting with community business enterprises.

Funding for this contract is included in the Department's FY 2005-06 Adopted Budget. The proposed contract includes provisions for non-appropriation of funds and budget reductions.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS:

Since 1981, Probation has contracted for food services at BJNJH. The need for food services continues to exist at this location. The scope of work for this contract includes the purchase, delivery, storage, preparation and serving of food to all juveniles and authorized personnel at BJNJH. The contractor will also be responsible for all related recordkeeping, housekeeping, and sanitation requirements. Approval of this contract will not replace County employees. The contract is authorized by Los Angeles County Charter 44.7 and Los Angeles County Code Chapter 2.121 (Proposition A). The Department has complied with all requirements for contracting with private businesses under Los Angeles County Code Chapter 2.121. Consistent with these requirements, the awarded contract will provide all services at a cost less than the County.

Pursuant to County Code Chapter 2.121.330, the Probation Department conducted a competitive solicitation process, which included public notice. Such notice was given in sufficient time and was included in newspapers of general circulation and ISD's website.

There is no departmental employee relations impact as these services have been contracted since 1981. All requirements of Los Angeles County Code Section 2.121.380 have been met. The contract will not result in a reduction of County services.

The Department evaluated and determined that the Living Wage applies to the recommended contract. Consequently, the contract includes compliance with the requirements for the County's Living Wage Program (Los Angeles County Code, Chapter, 2.201).

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. The contract also contains County requirements regarding the hiring of participants in the GAIN/GROW program.

The contract includes all County requirements, including, non-responsibility and debarment, and the provisions of paid jury service time for their employees.

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

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

County Counsel has approved the contract as to form.

CONTRACTING PROCESS:

To solicit for these services, a comprehensive Request for Proposals (RFP) process was utilized and issued on April 15, 2005. Through the solicitation and competitive negotiation process, approximately 70 letters were sent to service providers and advertisements were run in the Los Angeles Times, Eastern Group Publications and the Los Angeles Sentinel. The solicitation information was also made available through the Internet on the County of Los Angeles Internal Services Department Web Site (Attachment V). As a result, nine potential providers requested copies of the RFP, four potential providers attended the mandatory bidder's conference, three proposals were received, and one proposal was eliminated for not meeting the minimum requirements as stated in the RFP.

A committee was formed to evaluate proposals submitted in response to the RFP. The evaluation committee, consisting of Probation staff and other Los Angeles County staff reviewed a total of two proposals received on Tuesday, June 14, 2005. The proposals were evaluated using an initial screening "pass/fail" process, which was consistent with the Selection Process, and Evaluation Criteria set forth in the RFP.

The proposals submitted by Integrated Support Solutions, Inc., and Morrison Management Specialists, Inc., passed the initial screening. They were rated and scored by the evaluation committee using a point system that covered: 1) plan for providing required services; 2) experience and capability; 3) references and history of any labor law violations; 4) quality control plan; and 5) proposed fee/price.

Morrison Management Specialists, Inc.'s, proposal received a high rating by the evaluation committee because it submitted a very responsive proposal that reflected an excellent understanding of the services to be provided. Morrison Management Specialists, Inc. outlined a quality plan and demonstrated they were experienced and capable of providing the required services. Morrison Management Specialists, Inc. was also the lowest cost proposal.

The Auditor-Controller has reviewed the cost comparison and concurs that the contract is cost effective.

Consistent with the County's Protest Policy, Integrated Support Solutions, Inc., requested a County Review. After reviewing and hearing the protest at a public hearing held on December 7, 2005, the County Review Panel recommended no changes to the evaluation of ISSI's proposal. In February 2006, the Auditor-Controller initiated a review of the solicitation process at the request for the Third Supervisorial District. The Auditor-Controller reviewed the process and recommended no changes to the evaluation of the proposal.

IMPACT ON CURRENT SERVICES (OR PROJECTS):

This contract will continue the current level of services.

It is requested that the Executive Officer, Board of Supervisor, forward a copy of the executed contract to:

Probation Department
9150 E. Imperial Hwy, Rm. A66
Downey, CA 90242
Attention: Yolanda Young, Director
Contracts & Grants Mgmt. Division

Morrison Management Specialists, Inc.
1727 Axenty Way
Redondo Beach, CA 90278
Attention: Edward Clark, Project Director

Respectfully submitted,

ROBERT B. TAYLOR
Chief Deputy

RBT: vm
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Attachments (5)

c: Chief Administrative Officer
County Counsel