



STEVE COOLEY  
LOS ANGELES COUNTY DISTRICT ATTORNEY

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January 30, 2007

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:

**AUTHORIZATION TO EXTEND CONTRACT WITH  
AMERICAN CORRECTIVE COUNSELING SERVICES, INC. FOR  
BAD CHECK RESTITUTION PROGRAM SERVICES  
(ALL DISTRICTS) (3 VOTES)**

**IT IS RECOMMENDED THAT YOUR BOARD:**

1. Approve an amendment to extend the term of the contract on a month-to-month basis, not to exceed a six-month period, with American Corrective Counseling Services Inc. (ACCS), to provide Bad Check Restitution Program Services for the District Attorney's Office.
2. Authorize the District Attorney, on behalf of the County of Los Angeles, to finalize and execute monthly contract extensions in a form approved for use by County Counsel.

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

The purpose of the recommended action is to continue the existing Bad Check Restitution Program services until a new contract becomes effective. The current contract with ACCS expires February 17, 2007 and the District Attorney's Office is unable to proceed with the award of a new contract due to a protest submitted by one of the bidding firms.

Your Board previously approved a month-to-month extension, for up to six months due to this protest, however, as required under the County's protest policy, after convening a departmental review committee and a subsequent request by the bidder for a second level review, the protest is still not resolved. The protest has been referred to the Special Projects Unit of the Chief Administrative Office and a County Proposed Contractor Selection Committee Review is pending. In order to allow ample time for the review to be completed and avoid a possible lapse in Bad Check Restitution Program services, we are requesting approval of the enclosed amendment.

#### Implementation of Strategic Plan Goals

This program supports County Strategic Plan Goal No. 5, Children and Families' Well Being. The program addresses the needs of community members who require guidance and educational support to become more responsible in financial planning and financial obligations. This program also provides valuable assistance to the business community, and promotes economic well-being for small businesses through recovery of losses. County Strategic Plan Goal No. 4, Fiscal Responsibility, is also supported by this program in that the contract guarantees to fully offset District Attorney program costs with program revenue.

#### FISCAL IMPACT/FINANCING

There is no cost associated with extending the contract. The District Attorney's Office shall continue to receive 50 percent of all collected administrative fee revenues and ACCS shall receive the remaining 50 percent. ACCS will also ensure all reasonable pre-prosecution staffing costs to the District Attorney shall be covered through this revenue source.

#### FACTS AND PROVISION/LEGAL REQUIREMENTS

The attached Amendment No. 3 will avoid disruption of Bad Check Program services until the County's Proposed Contractor Selection Committee Review is completed and a recommendation for contract award is made. The contract extension will be issued on a month-to-month basis and will not exceed six months.

The Amendment has been approved as to form by County Counsel.

**CONTRACTING PROCESS**

The District Attorney's Office released a Request for Proposal (RFP) for Bad Check Restitution Program Services on May 9, 2006. The RFP was advertised on the Los Angeles County Website and in the Los Angeles Times. Thirty-three RFPs were mailed to firms that requested copies. Five bidders were present at an optional Proposer's Conference on May 23, 2006. Two proposals were submitted and evaluated by an evaluation committee which recommended ACCS as the most qualified vendor to provide the required services.

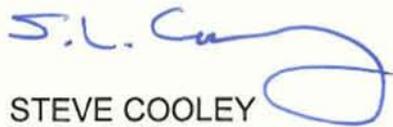
**IMPACT ON CURRENT SERVICES (OR PROJECTS)**

There will be no negative impact on current County services during the performance of the contract extension.

**CONCLUSION:**

Upon approval by your Board, please return three (3) adopted copies of this action to the District Attorney's Office, 201 North Figueroa Street, Suite 1300, Los Angeles, California 90012, Attention: Corina Calixto.

Very truly yours,



STEVE COOLEY  
District Attorney

Enclosures

c: Chief Administrative Officer  
County Counsel

**COUNTY OF LOS ANGELES DISTRICT ATTORNEY'S OFFICE  
AND AMERICAN CORRECTIVE COUNSELING SERVICES, INC.  
BAD CHECK RESTITUTION PROGRAM SERVICES CONTRACT  
AGREEMENT NO. 74574  
AMENDMENT NO. 3**

Pursuant to Section 8.4 of the above mentioned Agreement dated August 12, 2003, the County may amend the terms of this Agreement that become necessary, in writing, with Board approval.

Therefore, County and Contractor mutually agree to the following changes in the Agreement:

**4.0 TERM OF CONTRACT**

- 4.2** The County shall have the sole option to extend the Contract term for up to two (2) additional one-year periods and twelve (12) month-to-month extensions, for a maximum Contract term of four (4) years.

All other articles and provisions as contained in the Agreement shall remain in full force and effect throughout the revised Contract term.

**IN WITNESS THEREOF**, Contractor has executed this Contract, or caused it to be duly executed and the County of Los Angeles, by order of its Board of Supervisors has caused this Contract to be executed on its behalf by the Mayor of said Board and attested by the Executive Officer-Clerk of the Board of Supervisors thereof, the day and year first above written.

CONTRACTOR:

COUNTY OF LOS ANGELES

By \_\_\_\_\_  
Name

By \_\_\_\_\_  
Chair, Board of Supervisors

\_\_\_\_\_  
Title

ATTEST:

APPROVED AS TO FORM:

SACHI A. HAMAI  
Executive Officer-Clerk of the  
Board of Supervisors

Raymond G. Fortner, Jr.  
County Counsel

By \_\_\_\_\_

By \_\_\_\_\_  
Principal Deputy County Counsel