COUNTY OF LOS ANGELES
PROBATION DEPARTMENT
9150 EAST IMPERIAL HIGHWAY – DOWNEY, CA 90242
(562) 940 – 2501

ROBERT B. TAYLOR
Chief Probation Officer

November 5, 2008

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:

APPROVAL OF A CONTRACT WITH APPLEONE EMPLOYMENT SERVICES TO PROVIDE CLERICAL SERVICES FOR THE PROBATION DEPARTMENT AT LOS PADRINOS JUVENILE HALL

(FOURTH SUPERVISORIAL DISTRICT, 3 VOTES)

SUBJECT

The County of Los Angeles Probation Department (Probation) is requesting that your Board approve a contract with AppleOne to provide clerical services at Los Padrinos Juvenile Hall.

IT IS RECOMMENDED THAT YOUR BOARD:

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

2. Approve and instruct the chair to sign the attached contract (Attachment I) with AppleOne to provide clerical services to the Probation Department at an estimated annual amount not to exceed $503,517 for the period of December 1, 2008 through November 30, 2009, with an option to renew for four (4) additional 12-month periods.

3. Authorize the Chief Probation Officer to execute modifications to the contract not exceeding ten percent (10%) of the hourly rate and/or one hundred eighty (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 Executive Office in writing within 10 business days after execution.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTIONS:

The purpose of the recommended actions is to obtain Board approval of a contract (Attachment I) with AppleOne to provide clerical services for the Probation Department at Los Padrinos Juvenile Hall (LPJH).

The Probation Department has utilized contracted clerical services since 1987 utilizing the Request for Proposal (RFP) process. The current contract is a non-Prop A contract that was awarded to provide our office more time to solicit for clerical services at the hall. The current contract is month to month and cannot be extended past November 30, 2008. A competitive solicitation process was conducted and AppleOne was the highest-ranking proposer, submitted the lowest evaluated price and was selected as the new contract provider for clerical services at LPJH.

During the 2007-08 Fiscal Year, Probation was in the process of phasing out contract clerical services at the halls and replacing them with permanent County clerical employees. However, due to the previous finding by the Department (which was approved by the Board) that it was more economically feasible to contract for these services, on October 16, 2007, your Board directed the Chief Executive Office (CEO) to review the decision to phase out contract clerical services at the three Juvenile Halls. During this subsequent review, it was determined that there was no data to support changing this previous finding and therefore we began the RFP process at LPJH. As of September 15, 2008, all permanent clerical staff hired at all three Juvenile Halls has been reassigned to other locations throughout the department.

IMPLEMENTATION OF STRATEGIC PLAN GOALS

The recommended actions are consistent with the Countywide Strategic Plan, Organizational Goal #2, Workforce Excellence, Organizational Goal #3, Organizational Effectiveness and Organizational Goal #4, Fiscal Responsibility. Implementation of the recommendations will enable the Probation Department to continue receiving clerical services.

FINANCIAL IMPACT/FINANCING:

Attachment II compares the cost of contract services with the costs the County would incur if the clerical services were to be provided by County employees. The annual savings to the County is estimated at $172,750. Because the annual number of hours to be provided cannot be projected with certainty given fluctuations in juvenile hall population changes and other Departmental needs, 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 agreement in the amount of $503,517 is included in the 2008-09 Adopted Budget. The proposed contract includes provisions for non-appropriation of funds and budget reductions.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The proposed contract is authorized by the 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.

The Department evaluated and determined that the Living Wage Ordinance applies to the recommended contract. The contract includes compliance with the requirements for the County's Living Wage Program (Los Angeles County Code, Chapter, 2.201). AppleOne will pay its employees no less than $11.84 per hour and offer employee-paid health care benefits to its employees at group discounted rates (Attachment III).

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.

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 proposed contract as to form.

CONTRACTING PROCESS:

To solicit for these services, a competitive Request for Proposals (RFP) process was utilized. Through the solicitation and competitive negotiation process, approximately 66 letters were sent to service providers. 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 website (Attachment V). As a result, six potential providers requested copies of the RFP, 19 potential providers attended the mandatory bidder's conference, and four proposals were received.

An evaluation committee was formed to evaluate proposals submitted in response to the RFP. The evaluation committee, consisting of Probation staff, evaluated a total of five proposals received on May 9, 2008 as a result of the RFP issued on March 21, 2008. 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.

Four proposals passed the initial screening and proceeded to the final evaluation process. The proposals submitted by AppleOne, Newpoint Management, Helpmates Staffing Services and Maxim Staffing Solutions passed the initial screening. They were rated and scored by the evaluation committee using a point system that covered: 1) proposer's qualifications, 2) approach to providing required services, 3) quality control plan, and 4) cost proposal. The proposal from AppleOne had the lowest cost per hour for the clerical services to be provided. They received the highest overall score, and was rated the most responsive to Probation needs by the Evaluation Committee. AppleOne made a firm commitment to comply with all RFP requirements.

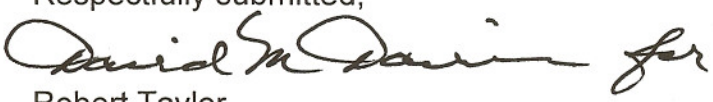
IMPACT ON CURRENT SERVICES (OR PROJECTS):

This contract will continue the current level of services at LPJH.

CONCLUSION

It is requested that the Executive Officer, Board of Supervisor, forward a copy of the adopted Board Letter to: Probation Department, 9150 E. Imperial Hwy., Rm. A66, Downey, CA 90242, Attention: Yolanda Young, Director, Contracts & Grants Management Division.

Respectfully submitted,



Robert Taylor
Chief Probation Officer

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Attachments (5)

c: Executive Officer, Board of Supervisors
County Counsel
Chief Executive Officer