COUNTY OF LOS ANGELES
PROBATION DEPARTMENT

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JERRY E. POWERS
Chief Probation Officer

January 29, 2013

40 April 9, 2013

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 MORRISON MANAGEMENT SPECIALISTS, INC. TO PROVIDE FOOD SERVICES AT CHALLENGER MEMORIAL YOUTH CENTER FOR THE COUNTY OF LOS ANGELES PROBATION DEPARTMENT

(ALL SUPERVISORIAL DISTRICTS) (3 VOTES)

SUBJECT

Approval of a contract with Morrison Management Specialists, Inc. to provide food services at Challenger Memorial Youth Center for the County of Los Angeles Probation Department.

IT IS RECOMMENDED THAT THE 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 Chairman to sign the attached contract (Attachment I) with Morrison Management Specialists, Inc. to provide food services at Challenger Memorial Youth Center for an initial estimated contract amount of $1,749,990 commencing on May 1, 2013 through April 30, 2014.

3. Delegate authority to the Chief Probation Officer to prepare and execute contract amendments to extend the contract term for up to four (4) additional 12-month periods, at an estimated annual amount of $1,749,990 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 decreases or increase not to exceed 10% of the per unit cost and/or 180 days to the period of performance pursuant to the terms contained therein, upon approval as to form by County Counsel.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The purpose of the recommended actions is to obtain approval of the attached contract (Attachment I) with Morrison Management Specialists, Inc. (Morrison) to provide food services at Challenger Memorial Youth Center (CMYC) for the County of Los Angeles Probation Department (Probation).

Probation has contracted for food services at CMYC since 1990. CMYC 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 CMYC. The contracted services must be performed in accordance with County standards and in a manner consistent with the long-range plans, goal and objectives of providing quality food at CMYC.

Probation 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 CMYC. The proposed contract will commence on May 1, 2013 or following approval by your Board, whichever is later.

Implementation of Strategic Plan Goals

The recommended actions are consistent with the Countywide Strategic Plan, Goal #1, Operational Effectiveness. Implementation of the recommendations will enable Probation to continue receiving food services at CMYC.

FISCAL IMPACT/FINANCING

The estimated annual cost of this contract is $1,749,990. The annual savings to the County is estimated at $150,115 (Attachment II). The price per meal at the meal range of 1600-1699 is $3.24. 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 Probation's FY 2012-2013 Adopted Budget. The proposed contract includes provisions for non-appropriation of funds and budget reductions.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

Since 1990, Probation has contracted for food services at CMYC. 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 CMYC. The contractor will also be responsible for all related recordkeeping, and sanitation requirements.

The initial term of this contract shall be effective May 1, 2013 through April 30, 2014. The contract is authorized by Los Angeles County Charter 44.7 and Los Angeles County Code Chapter 2.121 (Proposition A). Probation 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 the County of Los Angeles' Internal Services Department (ISD) and Probation websites.

There is no departmental employee relations impact as these services have been contracted since 1990. 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 contract contains the Board's required contract provisions, including those pertaining to consideration of qualified county employees targeted for layoffs, as well as qualified GAIN/GROW participants for employment openings, compliance with Jury Service Ordinance, Safely Surrendered Baby Law and the Child Support Program. This contract is subject to the Living Wage Program (Los Angeles County Code, Chapter 2.201).

The contract includes an annual estimated amount of $1,749,990. The contract includes Cost of Living Adjustments (COLA) based on the increase or decrease in the U.S. Department of Labor, Bureau of Labor Statistics Consumer Price Index (CPI) for the Los Angeles-Riverside-Orange County Area for the most recently published percentage change for the 12-month period preceding the contract anniversary date, which shall be the effective date of the cost of living adjustment.

The County will not request the Contractor to perform services outside of the scope of work or contract term.

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

County Counsel has reviewed and approved the proposed contract as to form.

CONTRACTING PROCESS

To solicit for these services, a competitive Request for Proposals (RFP) process was utilized and issued on January 27, 2012. Through the solicitation and competitive negotiation process, approximately thirty-nine (39) letters were sent to service providers.

Advertisements were run in the Los Angeles Times, Eastern Group Publications and the Lynwood Journal. The solicitation information was also made available through the Internet on the ISD and Probation websites. As a result, five (5) potential providers registered for the mandatory conference and two (2) potential providers attended the mandatory bidder's proposer's conference and site visit.

Three (3) proposals were received and evaluated using the initial screening "pass/fail" process which

was consistent with the Selection Process and Evaluation Criteria set forth in the RFP. The proposals submitted by Morrison and Blackstone Consulting Inc. passed the initial screening and proceeded to the final evaluation process. The proposal submitted by Integrated Support Solutions, Inc. did not pass the initial screening and did not proceed to the final evaluation process. The proposals that passed the initial screening were rated and scored by an evaluation committee using a point system that covered: 1) proposer's qualifications, 2) proposer's approach to provide required services, 3) proposer's quality control plan, 4) living Wage compliance, and 5) proposed cost.

Morrison received the highest overall rating. Morrison submitted a responsive proposal that reflected a good understanding of the services to be provided. Morrison outlined a quality plan and demonstrated they were experienced and capable of providing the required services. There were no protests received as part of this solicitation. The current contract expires on June 30, 2013.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

This contract will continue the current level of services to the Probation Department.

Respectfully submitted,

JERRY E. POWERS
Chief Probation Officer

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Enclosures

c: Executive Officer/Clerk of the Board
County Counsel
Chief Executive Officer