COUNTY OF LOS ANGELES
PROBATION DEPARTMENT
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JERRY E. POWERS
Chief Probation Officer

ADOPTED
BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

48 April 8, 2014

SACHI A. HAMAI
EXECUTIVE OFFICER

April 08, 2014

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 AT CENTRAL JUVENILE HALL FOR THE COUNTY OF LOS ANGELES PROBATION DEPARTMENT

(1ST SUPERVISORIAL DISTRICT) (3 VOTES)

SUBJECT

Approval of a contract with AppleOne Employment Services to provide clerical services at Central Juvenile Hall for the County of Los Angeles Probation Department.

IT IS RECOMMENDED THAT THE 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 Chairman to sign the attached contract (Attachment I) with AppleOne Employment Services (AppleOne) to provide clerical services at Central Juvenile Hall for an estimated annual amount of $744,970 commencing on June 1, 2014 through May 31, 2015.

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, upon approval as to form by County Counsel.

4. Delegate authority to the Chief Probation Officer to prepare and execute amendments to the contract for any decrease or increase not to exceed ten percent (10%) of the hourly rate and/or 180 days to the period of performance pursuant to the terms of the contract, 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 AppleOne to provide clerical services at Central Juvenile Hall for the County of Los Angeles Probation Department (Probation). Probation has utilized contracted clerical services since 1987. The current contract is scheduled to expire on May 31, 2014. Approval of this contract will enable Probation to continue receiving clerical services at Central Juvenile Hall.

Implementation of Strategic Plan Goals

The recommended actions are consistent with the Countywide Strategic Plan, Goal #1 Operational Effectiveness and Goal #2 Fiscal Sustainability. Implementation of the recommendations will enable Probation to continue receiving clerical services.

FISCAL 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 $509,861. 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 the community business enterprises.

Funding for this contract in the amount of $744,970 is included in the FY 2013-2014 Adopted Budget. The proposed contract includes provisions for non-appropriation of funds and budget reductions.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

Probation has contracted for clerical services since 1987. The initial term of this contract shall be effective June 1, 2014 through May 31, 2015. The proposed contract is authorized by the 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.

Probation 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).

The proposed 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. In accordance with the Chief Executive 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 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 March 8, 2013. Through the solicitation and competitive negotiation process, approximately 56 letters were sent to service providers.

Advertisements were run in the Los Angeles Times, Eastern Group Publications and Lynwood Journal. The solicitation information was also made available through the Internet on the County of Los Angeles Internal Services Department (Attachment V) and Probation websites. As a result, seven potential providers registered for the Mandatory Proposer's Conference and six potential providers attended the conference.

Two (2) 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 1) AppleOne and 2) Newpoint Management, LLC passed the initial screening and proceeded to the final evaluation process.

An evaluation committee was formed to evaluate the two (2) proposals that passed the initial screening process. Financial subject matter experts evaluated the financial/budget portions of the proposals. Evaluation committee members objectively evaluated the proposals submitted by AppleOne and Newpoint Management, LLC.

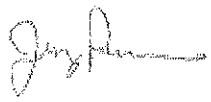
The proposals were rated and scored by an evaluation committee using a point system that covered: 1) proposer's qualifications, 2) proposer's approach to provide required services, 3) proposer's quality control plan, and 4) cost proposal.

AppleOne's proposal received the highest overall rating by the evaluation committee. AppleOne submitted a responsive proposal that reflected a good understanding of the services to be provided. AppleOne 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 May 31, 2014.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

This contract will continue the current level of services.

Respectfully submitted,



JERRY E. POWERS
Chief Probation Officer

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Enclosures

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