EXIHIBIT A

SCOPE OF WORK

Executive Search Consulting Services

Background

On February 2, 2016 the Los Angeles County (COUNTY) Board of Supervisors (Board) approved the creation of a Working Group for creating of the Civilian Oversight Commission (Commission) to oversee the Los Angeles County Probation Department. The Commission shall consist of five members with each Supervisor appointing one. Subsequently on February 16, 2016, the Board approved a motion authorizing the Chief Executive Office to retain an independent Consultant with expertise in probation system reform efforts, criminal and juvenile justice matters, and youth development.

Objectives

The CONSULTANT shall analyze and assess the Probation Department's (Department) structure as well as study other national and international models and best practices of criminal justice reform. The CONSULTANT shall provide the Board recommendations on the Probation Governance Model.

General Scope of Work

The CONSULTANT will work independently and with the Auditor-Controller, the Interim Chief Probation Officer and the Chief Executive Office (CEO) and in consultation with the Commission established in the February 2, 2016 motion to provide an analysis, and assessment of the Department as well as a set of recommendations to the Board in a timely and thorough fashion:

Study of the Probation Department:

- Analyze the logistics of changing the Department's structure, including dividing the Department between juvenile and adult clients.
- Perform an assessment of the strengths and weaknesses of the Department's current structure.
- Provide an analysis of budgets, funding sources, staffing, facilities and operations of the Department.
- Perform an assessment of the total annual federal and state revenues allocated for either adult or juvenile populations and those that are flexible or otherwise discretionary.
- Study the fiscal impacts attributable to dividing the Department between juvenile and adult population.

Study of National and International Models:

- Study of national and international models and best practices in criminal justice reform for both juvenile and adults assessing different exemplars in promoting rehabilitation and public safety.

Recommendations:

- Provide a finalized written analysis of this research that includes recommendations to the Board on the Probation Governance Model, including the impact on adult and youth clients as well as existing staff.

General Tasks/Deliverables

At the direction of the COUNTY Project Manager, the CONSULTANT shall be responsible for providing professional consulting services requested during this Agreement including, but not limited to the general tasks and deliverables described in Exhibit A, SOW, of the Agreement.

Deliverables/Tasks	Due Date	Cost
Deliverable 1: Study of the Probation Department • As described in the Statement of Work (Exhibit A), perform a study of the Department's structure. Task 1A: Analyze the logistics of changing the Department's structure, including dividing the Department between juvenile and adult clients. Task 1B: Perform an assessment of the strengths and weaknesses of the Department's current structure. Task 1C: Provide an analysis of budgets, funding sources, staffing and operations of the Department. Task 1D: Perform an assessment of the total annual federal and state revenues allocated for both adult and juvenile populations and those that are flexible or otherwise discretionary. Task 1E: Study the fiscal impacts attributable to dividing the Department between juvenile and adult population. Task 1F: Attend and present status updates of the analysis at CAR meeting. (Date(s) to be determined)		

Deliverable 2: Study of National and International Models: Task 2: Study of national and international models and best practices in criminal justice reform for both juvenile and adults assessing different exemplars in promoting rehabilitation and public safety. Task 2A: Attend and present status updates of the analysis at CAR meeting. (Date(s) to be determined) Task 2B: Recommend the hiring staff of with experience and traits most appropriate for working with respective Probation-involved populations; Task 2C: Recommend a high quality continuum of physical health; mental health and substance use support; and Task 2D: Recommend a high quality education and/or workforce training		
Deliverable 3: Final Analysis and Recommendation Task 3A: Provide a finalized written analysis of this research that includes recommendations to the Board on the Probation Governance Model, including the impact on adult and youth clients as well as existing staff. Task 3B: Attend and present draft of final analysis and recommendations at CAR meeting. (Date(s) to be determined)		
	TOTAL	**$**
MAXIMUM NOT TO EXCEED CONTRACT COST/SET FEE		**$**