ROBERT B. TAYLOR
Chief Probation Officer

COUNTY OF LOS ANGELES
PROBATION DEPARTMENT
9150 EAST IMPERIAL HIGHWAY, DOWNEY, CALIFORNIA 90242
(562) 940-2501
http://probation.co.la.ca.us

January 18, 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:

APPROVAL TO ASSIGN CONTRACTS TO PROVIDE CLERICAL SERVICES TO THE PROBATION DEPARTMENT FROM PDQ CAREERS TO SELECTREMEDY (ALL SUPERVISORIAL DISTRICTS) (3 VOTE)

IT IS RECOMMENDED THAT YOUR BOARD:

Authorize the Chief Probation Officer to sign modifications to assign two current contracts to provide clerical services to the Probation Department from PDQ Careers (PDQ) to SelectRemedy under the same terms and conditions, for the period following Board approval through the end of the current contract terms.

PURPOSE/ JUSTIFICATION OF RECOMMENDED ACTIONS:

The purpose of the recommended action is to obtain Board approval to authorize the Chief Probation Officer to modify two current contracts with PDQ to assign them to SelectRemedy, upon approval by County Counsel as to form. One contract is a non-Prop A contract that provides countywide temporary clerical support (contract number 74664), the second contract is a Prop A contract that provides clerical services to Probation Field Area Offices (contract number 75157).

On November 27, 2006, PDQ representatives notified the Probation Department that they would be merging with SelectRemedy. The Probation Department met with both agencies to discuss the process necessary to assign the contracts and to ensure that SelectRemedy met the County's requirements for the contracts. As a result, the Department determined that SelectRemedy meets the minimum requirements set forth in the original Request for Proposals (RFP) and is willing to have the two contracts assigned under the current terms and conditions, including costs. Attached are the two Declarations for Assignment of Contract, which were completed and signed by SelectRemedy.

The current contracts allow PDQ to assign the contracts upon the written consent of each party. Consistent with this provision and the critical need for Probation to continue receiving the clerical services, the Department believes it is in the County's best interest to assign the contracts to SelectRemedy.

The services required under contract number 74664 include the provision of temporary clerical services for short-term, intermittent assignments (up to a maximum of 90 days or 720 hours) on a department-wide basis. The contract was effective January 12, 2004 and is in its third option year. The contract has two additional extension options available. Services under contract number 75157 require a private contractor to provide a maximum of 64 clerical support workers at up to twenty-nine (29) area offices. The contract was effective January 21, 2005 and is in its second option year. The contract has three additional extension options available.

SelectRemedy has expressed a commitment to achieving a seamless transition of the contracted services. To do this, all current PDQ employees working under the two Probation contracts will be transferred to SelectRemedy and continue in the same capacity. Further, all current PDQ temporary clerical workers will be transferred from PDQ to SelectRemedy without disrupting services.

Implementation of Strategic Plan Goals

The recommended actions are consistent with the principles of Countywide Strategic Plan Goal #2: Workforce Excellence – Enhance the quality and productivity of the County workforce and Goal #3: Organizational Effectiveness – Ensure that service delivery systems are efficient, effective and goal-oriented. Implementation of the recommendations will enable the Probation Department to continue receiving high quality, efficient clerical services.

FINANCIAL IMPACT/FINANCING:

The estimated cost for contract number 74664 is $200,000. The estimated cost for contract number 75157 is approximately $1.8 million. Funding for these contracts is in the FY 2006-07 Final Adopted Budget. Both contracts include provisions for non-appropriation of funds and Budget reductions.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS:

The proposed assignment is for the period following Board approval through the end of the respective contract terms. The contract term for contract number 74664 may be extended for up to two additional 12-month periods, the contract term for contract number 75157 may be extended for up to three additional 12-month periods. The current contracts contain all of the required provisions.

The Living Wage applies to contract number 75157. As such, the current contract includes compliance with the requirements for the County's Living Wage Program (Los Angeles County Code Chapter 2.201).

In accordance with the Chief Administrative Office memorandum dated July 19, 2002, SelectRemedy has been instructed to register on WebVen.

CONTRACTING PROCESS:

On November 18, 2003, your Board approved contract number 74664 with PDQ for department-wide temporary clerical services at an estimated annual cost of $200,000. On December 14, 2004, your Board approved contract number 75157 at an estimated cost of $1.8 million with PDQ for clerical services at Probation Field Area Offices. Both contracts were awarded as a result of a competitive bid process conducted by the Probation Department. Contract number 75157 is a Prop A contract and is in compliance with all requirements for contracting with private businesses under Los Angeles County Code Chapter 2.121. Consistent with these requirements, the contract provides services at less cost than County cost. Prior to the contract award the Auditor-Controller reviewed the contract for cost effectiveness and concurred that the contract was cost effective.

IMPACT ON CURRENT SERVICES (OR PROJECTS):

Approval of the recommended actions will enable the Probation Department to continue using the required clerical services.

Respectfully submitted,

ROBERT B. TAYLOR
Chief Probation Officer

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Attachments (2)

c: Chief Administrative Officer
County Counsel
Auditor-Controller

DECLARATION FOR ASSIGNMENT OF CONTRACT

To the Board of Supervisors of Los Angeles County:

1. This declaration is given in support of the request of Assignee, SelectRemedy, for approval of assignment to it of Contract No. 75157 by Assignor, PDQ Careers.
2. I am duly vested with the authority to make and sign instruments for and on behalf of the Assignee. My title, capacity or relationship to the Proposer is: CEO of PDQ Personnel Services, Inc.
3. The Assignee's form of entity is as follows:

☐	An individual doing business as:
☒	A corporation whose principal place of business is: 7777S. Figueroa Street, Suite 2500 Los Angeles, CA 90017 And whose state of incorporation is: California
☐	A partnership of: And:
☐	A joint venture of: And:
☐	A limited liability company

4. The only persons or parties interested in this Contract as assignee's principals are the following:

Name(s)	Title	Phone	Fax
Steve Sorensen	CEO	(805)882-2200	(805) 898-1755
Street	**City**	**State**	**Zip**
3820 State Street	Santa Barbara	CA	93105
Name(s)	**Title**	**Phone**	**Fax**
Richard Hulme	CAO	(805) 882-2200	(805) 898-1755
Street	**City**	**State**	**Zip**
3820 State Street	Santa Barbara	CA	93105
Name(s)	**Title**	**Phone**	**Fax**
Jeff Mitchell	CFO	(805) 882-2200	(805) 898-1755
Street	**City**	**State**	**Zip**
3820 State Street	Santa Barbara	CA	93105

5. The Assignee is entitled by law to assume and does assume, contractual rights and obligations of the Assignor.

I am informed and believe and declare under penalty of perjury under the laws of California that the foregoing is true and correct.

Patty DeDon — Signature of Declarant

January 17, 2007 — Date

CEO — Title

DECLARATION FOR ASSIGNMENT OF CONTRACT

To the Board of Supervisors of Los Angeles County:

1. This declaration is given in support of the request of Assignee, SelectRemedy, for approval of assignment to it of Contract No. 74664 by Assignor, PDQ Careers.
2. I am duly vested with the authority to make and sign instruments for and on behalf of the Assignee. My title, capacity or relationship to the Proposer is: CEO of PDQ Personnel Services, Inc.
3. The Assignee's form of entity is as follows:

☐	An individual doing business as:
XX	A corporation whose principal place of business is: 777 S. Figueroa Street, Suite 2500 Los Angeles, CA 90017 And whose state of incorporation is: California
☐	A partnership of: And:
☐	A joint venture of: And:
☐	A limited liability company

4. The only persons or parties interested in this Contract as assignee's principals are the following:

Name(s) Steve Sorensen	Title CEO	Phone (805) 882-2200	Fax (805) 898-7115
Street 3820 State Street	City Santa Barbara	State CA	Zip 93105
Name(s) Richard Hulme	Title CAO	Phone (805) 882-2200	Fax (805) 898-7115
Street 3820 State Street	City Santa Barbara	State CA	Zip 93105
Name(s) Jeff Mitchell	Title CFO	Phone (805) 882-2200	Fax (805) 898-7115
Street 3820 State Street	City Santa Barbara	State CA	Zip 93105

5. The Assignee is entitled by law to assume and does assume, contractual rights and obligations of the Assignor.

I am informed and believe and declare under penalty of perjury under the laws of California that the foregoing is true and correct.

Signature of Declarant

January 17, 2007
Date

CEO
Title