



Countywide Criminal Justice Coordination Committee



County of Los Angeles

Supervisor Zev Yaroslavsky, Chairman
Sheriff Leroy Baca, Vice Chair

Mark Delgado, Executive Director

July 31, 2007

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

**AMENDMENT TO SOLE SOURCE AGREEMENT WITH PATRICIA DONAHUE FOR
CONSULTANT/GRANT WRITING SERVICES (CONTRACT NO. 75971)
(ALL DISTRICTS) (4 VOTES)**

IT IS RECOMMENDED THAT YOUR BOARD:

1. Approve and instruct the Chairman to amend the maximum payable amount in the agreement with Patricia Donahue for part-time consultant/grant writing services from \$20,000 to \$40,000.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Ms. Donahue's existing agreement runs through December 31, 2007 and includes a maximum payable amount of \$20,000. The existing contract allows the Executive Director to extend the contract one year, contingent on funding; however, through June 30, 2007, Ms. Donahue has already provided services totaling \$19,996.25. The recommended actions would increase the maximum contractual obligation to \$40,000.00 (Forty Thousand Dollars).

During the past three years, Ms. Donahue has secured four grants for the Countywide Criminal Justice Coordination Committee (CCJCC) which focused on gang crime and safety programs totaling \$5,841,000. The majority of Ms. Donahue's efforts during the term of the existing contract were spent preparing an application for a Federal Safe Schools/Healthy Student Grant for the Compton Unified School District. CCJCC will be notified if this grant is awarded in September 2007. If successful, the grant will result in \$1.5 million of funding per year for four years.

Ms. Donahue also provides planning and facilitation services to the Interagency Gang Task Force (IGTF) for its Annual Anti-Gang Conference, as well as consultation for its Ex-Offender Job, Resource and Health Fairs.

In her work with CCJCC, particularly IGTF, Ms. Donahue has gained invaluable knowledge about the County of Los Angeles' gang crisis, law enforcement system, school districts, and community-based programs. She provides a wealth of information on anti-gang programs from jurisdictions throughout the United States, as well as facilitation and training on subjects such as team building, securing public and private funds and evaluating programs.

IMPLEMENTATION OF STRATEGIC PLAN GOALS

The recommended action meets the County's Strategic Plan Goal of Service Excellence by providing the citizens of Los Angeles County services that otherwise would not be offered. It also meets the County's Strategic Plan Goal of enhancing Public Safety. Each of the programs our service provider has secured grant funding for addresses child and adult safety.

FISCAL IMPACT/FINANCING

The cost of this recommended action is \$20,000. Funding for this expense is available in the Executive Office's Fiscal Year 2007-08 Adopted Budget.

CONTRACTING PROCESS

CCJCC initially engaged the services of Ms. Donahue via a Request for Proposals issued in February 2004. There were 12 proposals submitted. Ms. Donahue was found to have the necessary experience and knowledge of the criminal justice system, particularly gang and human relations issues. Ms. Donahue also has significant experience writing federal and state grant applications, as well as proposals for private foundations and corporate funding opportunities.

On December 19, 2006 the Board approved the existing sole source agreement with Ms. Donahue for consultant/grant writing services.

IMPACT ON CURRENT SERVICES

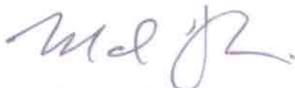
This Agreement will augment CCJCC services to the public by enabling CCJCC to locate and secure additional grant funds for anti-gang and other at-risk youth programs.

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CONCLUSION

Upon approval, please return one approved copy to Mark Delgado, Executive Director, Countywide Criminal Justice Coordination Committee.

Respectfully submitted,



MARK DELGADO
Executive Director

MD:cgm
Enclosures

c: William T Fujioka, Chief Executive Officer
Sachi Hamai, BOS Executive Officer
Ray Fortner, County Counsel
Board of Supervisors Justice Deputies
Judy Hammond, CEO Public Information Officer

AGREEMENT BETWEEN COUNTY OF LOS ANGELES
COUNTYWIDE CRIMINAL JUSTICE COORDINATION COMMITTEE
AND PATRICIA DONAHUE FOR
GRANT WRITING AND CONSULTATION SERVICES
AGREEMENT NO. 75971

AMENDMENT NO. 1

RECITALS

WHEREAS, the County and Contractor entered Agreement No. 75971 on December 19, 2006 for Grant Writing and Consultation Services for calendar year 2007 on an hourly basis with a contract sum of \$20,000; and,

WHEREAS, the County and Contractor intend to amend the Agreement only as described hereunder; and,

WHEREAS, the County and Contractor intend to amend the Agreement by increasing the total contract sum from \$20,000 to \$40,000;

Now, therefore, the County and Contractor mutually agree to the following changes in the Agreement:

5.0 CONTRACT SUM

5.1 For services hereunder, payments to Contractor shall not exceed \$40,000.00 (Forty Thousand Dollars) in accordance with schedule set forth in Exhibit B (Payment Schedule).

EXHIBIT B IS AMENDED TO READ:

EXHIBIT B

PAYMENT SCHEDULE

Contractor will receive not more than \$40,000.00 (Forty Thousand Dollars) total, for Resource Development Coordinator/Grant writer contract services provided. All services will be delivered to the satisfaction of the County, based on agreed upon specifications. Contractor will not be held responsible for delays due to scheduling conflicts.

Contractor shall receive payments, for the term of this Agreement, totaling not more than \$40,000.00 (Forty Thousand Dollars), in accordance with the following schedule:

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1. Payment at an hourly rate of \$85.00, for a maximum total of 470 hours.
2. Contractor shall bill County monthly, in arrears, in accordance with fees set forth above.
3. Invoices shall be submitted by US mail, fax or e-mail to Vincent Holmes, Countywide Criminal Justice Coordination Committee, 500 West Temple Street, Room 520, Los Angeles, California 90012; Fax: (213) 613-2711; E-mail: vholmes@ccjcc.lacounty.gov
4. Payments will be mailed to Contractor on or before the first day of the following month.

ACKNOWLEDGED AND RECEIVED:

Signature: _____

Date: _____

Name (Print): _____

Copy to be forwarded to Mark Delgado, Countywide Criminal Justice Coordination Committee, 500 W. Temple Street, Room 520, Los Angeles, California 90012."

All other articles and provisions as contained in the Agreement shall remain in full force and effect.

IN WITNESS THEREOF, Contractor has executed this Contract, or caused it to be duly executed and the County of Los Angeles, by order of its Board of Supervisors has caused this Contract to be executed on its behalf by the Chair of said Board and attested by the Executive Officer-Clerk of the Board of Supervisors thereof, the day and year first above written.

CONTRACTOR: PATRICIA DONAHUE

By Patricia Donahue
Patricia Donahue

Consultant



COUNTY OF LOS ANGELES
By Benjamin S. Ross
Chairman, Board of Supervisors

ATTEST:

SACHI HAMAI
Executive Officer-Clerk
of the Board of Supervisors

I hereby certify that pursuant to
Section 25103 of the Government Code,
delivery of this document has been made.

SACHI A. HAMAI
Executive Officer
Clerk of the Board of Supervisors

By Sybil J. Kelleher
Deputy

By Sybil J. Kelleher
Deputy

APPROVED AS TO FORM:

Raymond G. Fortner, Jr.
County Counsel
By [Signature]
Principal Deputy County Counsel

ADOPTED
BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

56 JUL 31 2007

Sachi A. Hamai
SACHI A. HAMAI
EXECUTIVE OFFICER

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