



JERRY E. POWERS  
Chief Probation Officer

**COUNTY OF LOS ANGELES  
PROBATION DEPARTMENT**  
9150 EAST IMPERIAL HIGHWAY -- DOWNEY, CALIFORNIA 90242  
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August 21, 2012

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

**ADOPTED**

BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

35 August 21, 2012

*Sachi A. Hamai*  
SACHI A. HAMAI  
EXECUTIVE OFFICER

Dear Supervisors:

**APPROVAL OF CONTRACT MODIFICATION TO CONTRACT NUMBER 77543 WITH APPLEONE  
EMPLOYMENT SERVICES TO PROVIDE CLERICAL SERVICES FOR THE PROBATION  
DEPARTMENT FIELD AREA OFFICES**

**(ALL SUPERVISORIAL DISTRICTS) (3 VOTES)**

**SUBJECT**

Approval of a contract modification to contract number 77543 with AppleOne Employment Services (AppleOne) to provide clerical services for the Los Angeles County Probation Department (Probation) Field Area Offices.

**IT IS RECOMMENDED THAT YOUR BOARD:**

1. Find that the clerical services provided under the proposed contract modification can be more economically performed by the contractor rather than by County employees.
2. Delegate authority to the Chief Probation Officer to execute a modification, upon approval as to form by County Counsel, to increase the clerical services contract number 77543 with AppleOne in an estimated annual amount of \$2,642,000, commencing September 1, 2012, or upon approval by your board, whichever is later through June 30, 2013, with three (3) one-year renewal options.
3. Delegate authority to the Chief Probation Officer to execute modifications to the contract not to exceed ten percent (10%) of the hourly rate and/or one hundred eighty (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 delegated authority to execute a contract modification with AppleOne to support the Assembly Bill (AB) 109 Plan which was approved by your Board on October 11, 2011. AB 109 has created a critical need to provide immediate comprehensive support for the re-entry population that the State released October 1, 2011.

The Board approved the clerical services field area offices contract with AppleOne on June 21, 2011, authorizing Probation to hire 64 skilled clerical typists. On December 20, 2011, the Board approved a modification to increase the clerical services contract by an additional 28 skilled clerical typists to provide administrative support to AB 109. This modification will augment the total number of AB 109 skilled clerical typist by an additional 56 for a total of 84 AB 109 skilled clerical typists. AppleOne has the experience and demonstrated ability to provide the required services.

### **Implementation of Strategic Plan Goals**

The recommended actions are consistent with the Countywide Strategic Plan, Organizational Goal #1, Operational Effectiveness. Implementation of the recommendations will enable the Probation to provide the required clerical support to comply with the provisions of AB109.

### **FISCAL IMPACT/FINANCING**

The estimated annual amount for the contract modification is \$2,642,000. This cost is 100% offset by AB 109 funds, which are included in the FY 2012-2013 Probation Department's Adjusted Budget. Consequently, no net County cost is required to fund the recommended contract modification.

The savings to the County is estimated at \$1,662,000. Because the actual number of hours to be provided cannot be projected with certainty given Probation needs and the location of where the services are actually being provided, the actual contract savings may be more or less than estimated.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

Since 1987, Probation has contracted for clerical services at field area offices. The recommended actions will allow AppleOne to provide the required clerical support to comply with the provisions of AB 109.

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

The contract modification will be executed after approval by County Counsel as to form.

**CONTRACTING PROCESS**

To solicit for the services covered under Contract No. 77543, a competitive Request for Proposals (RFP) process was utilized. On June 21, 2011, your Board found that clerical services provided under the contract would be more economically performed by AppleOne rather than County employees and approved the award of this contract to AppleOne.

**IMPACT ON CURRENT SERVICES (OR PROJECTS)**

Approval of the recommended actions will enable Probation to continue providing administrative support to comply with AB 109 provisions.

Respectfully submitted,



JERRY E. POWERS  
Chief Probation Officer

JEP:TH:DS:yh

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