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August 17, 2012

TO: Supervisor Zev Yaroslavsky, Chairman
Supervisor Gloria Molina
Supervisor Mark Ridley-Thomas
Supervisor Don Knabe
Supervisor Michael D. Antonovich

FROM: Wendy L. Watanabe
Auditor-Controller

SUBJECT: **PROPOSITION A CONTRACT REVIEW – PROBATION DEPARTMENT CLERICAL SERVICES AT FIELD AREA OFFICES (Board Agenda August 21, 2012, Item 35)**

Item 35 on your Board's Agenda for August 21, 2012 is a request from the Probation Department (Probation) to approve a second modification to their Proposition A contract with Apple One Employment Services (Apple One), for clerical services at Probation's Field Area Offices. The modification adds 56 new staff (for a total of 84 staff), and extends the contract through June 30, 2013. These staff will be used to meet additional workload demands from AB 109 (Realignment).

We have reviewed and approved the Proposition A cost analysis prepared by Probation, which indicates that the contract modification is cost effective. It should be noted that, because the actual amount of clerical services to be provided may be higher or lower than projected, the actual savings from the contract modification may be more or less than estimated. The contractor's proposed hourly wages to its employees comply with the County Living Wage Ordinance. When we reviewed the original contract in June 2011, we noted that the contract includes a Cost of Living Adjustment provision that is consistent with Board policy.

Please call me if you have any questions, or your staff may contact Robert Campbell at (213) 253-0101.

WLW:JLS:RGC:TK

c: William T Fujioka, Chief Executive Officer
Jerry E. Powers, Chief Probation Officer
Sachi A. Hamai, Executive Officer
Public Information Office
Audit Committee