



RICHARD SHUMSKY
Chief Probation Officer

COUNTY OF LOS ANGELES PROBATION DEPARTMENT

9150 EAST IMPERIAL HIGHWAY, DOWNEY, CALIFORNIA 90242
(562) 940-2501



December 2, 2004

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 OF CONTRACT TO PROVIDE CLERICAL SERVICES FOR THE PROBATION DEPARTMENT AT FIELD AREA OFFICES (ALL SUPERVISORIAL DISTRICTS) (3 VOTE)

IT IS RECOMMENDED THAT YOUR BOARD:

- 1 Find that the clerical services provided under the proposed contract can be more economically performed by the contractor rather than by County employees.**
- 2. Approve the attached contract with PDQ Personnel Services, Inc. (PDQ), for the provision of clerical services for the Probation Department at an estimated annual amount of \$1,815,757 for the period of January 21, 2005 through January 20, 2006, with an option to renew for four (4) additional 12-month periods.**
- 3. Instruct the Chairman, Board of Supervisors, to sign the attached contract.**
- 4. Delegate authority to the Chief Probation Officer to extend the contract term for (4) four additional 12-month periods, upon approval as to form by County Counsel.**
- 5. Delegate authority to the Chief Probation Officer to execute contract modifications not exceeding 10% of the contract price and/or 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 ACTIONS:

The purpose of the recommended actions is to obtain approval of a contract (Attachment I) with PDQ, for clerical services for the Probation Department at Field Area Offices.

The Probation Department has utilized contracted clerical services since 1987. The current contract is scheduled to expire on January 20, 2005. Approval of this contract will enable the Probation Department to continue receiving clerical services at Field Area Offices. A competitive solicitation process was conducted and PDQ was determined to be the highest ranked proposer.

Implementation of Strategic Plan Goals

The recommended actions are consistent with the Countywide Strategic Plan, Organizational Goal #2, Workforce Excellence, Organizational Goal #3, Organizational Effectiveness and Organizational Goal #4, Fiscal Responsibility. Implementation of the recommendations will enable the Probation Department to continue receiving high quality, efficient clerical services.

FINANCIAL IMPACT/FINANCING:

Attachment II compares the cost of contract services with the costs the County would incur if the clerical services were to be provided by County employees. The annual savings to the County is estimated at \$868,702. Because the annual number of hours to be provided cannot be projected with certainty given Departmental needs and the location of where the services are actually to be provided, the actual contract savings may be more or less than estimated. Attachment III shows the benefits available to contract employees. Attachment IV provides the process used for contracting with the community business enterprises.

Adequate funds are provided in the FY 2004/05 Budget to finance the contract payments. The proposed contract includes provisions for non-appropriation of funds and Budget reductions.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS:

Since 1987, Probation has contracted for clerical services at Field Area Offices. Probation has a need to continue utilizing these services at its designated work locations. The scope of work for this contract includes providing clerical services at up to twenty-nine (29) area offices.

The contract is authorized by the Los Angeles County Charter 44.7 and Los Angeles County Code Chapter 2.121 (Proposition A). The Department has complied with all requirements for contracting with private businesses under Los Angeles County Code Chapter 2.121. Consistent with these requirements, the awarded contract will provide all services at less cost than County cost.

Pursuant to County Code Chapter 2.121.330, the Probation Department conducted a competitive solicitation process which included public notice. Such notice was given in sufficient time and was included in newspapers of general circulation and the Internal Services Department's website.

The tort liability under this contract will be the same as that under the preceding contract. There is no departmental employee relations impact as these services have been contracted since 1987. All requirements of Los Angeles County Code Section 2.121.380 have been met. The contract will not result in a reduction of County services.

The Department evaluated and determined that the Living Wage applies to the recommended contract. Consequently, the contract includes compliance with the requirements for the County's Living Wage Program (Los Angeles County Code Chapter 2.201).

The Auditor-Controller has reviewed the contract for cost effectiveness and concurs that the contract is cost effective.

In accordance with the Department of Human Resources memorandum dated November 16, 1995, the contract has been reviewed in regard to the provisions for hiring displaced County employees. The contractor agrees to give first consideration to hire permanent County employees targeted for layoff, or qualified former County employees who are on a re-employment list after the effective date of the contract and during the life of the contract. The contract also contains County requirements regarding the hiring of participants in the GAIN/GROW program.

The contract includes all County requirements, including, non-responsibility and debarment, and the provisions of paid jury service time for their employees. Probation will not request the contractor to perform services that exceed the Board approved contract amount, scope of work, and/or contract term.

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

The contract contains cost of living adjustment (COLA) language that is subject to and consistent with the County Board of Supervisors' Policy No. 5.070 dated January 29, 2002.

County Counsel has approved the contract as to form.

CONTRACTING PROCESS:

To solicit for these services, a competitive Request for Proposals (RFP) process was utilized. Through the solicitation and competitive negotiation process, approximately eighty-five (85) letters were sent to service providers. Advertisements were run in the Los Angeles Times, Eastern Group Publications and the Los Angeles Sentinel. The solicitation information was also made available through the Internet on the County of Los Angeles Internal Services Department website (Attachment V). As a result, twenty-one (21) potential providers requested copies of the RFP, thirteen (13) potential providers attended the mandatory bidder's conference, and eight (8) proposals were received.

An evaluation committee was formed to evaluate proposals submitted in response to the RFP. The evaluation committee, consisting of Probation staff, evaluated a total of eight (8) proposals received on July 30, 2004 as a result of the RFP issued on June 18, 2004.

The proposals were evaluated using an initial screening "pass/fail" process that was consistent with the Selection Process and Evaluation Criteria set forth in the RFP. The proposals submitted by Act 1 Personnel Services and AppleOne Employment Services did not pass the initial screening, and did not proceed to the final evaluation process.

The proposals submitted by CoreStaff Services, Helpmates Staffing Services, Ladera Career Paths, PDQ Personnel Services Inc. (PDQ), Scott & Cooper Staffing, Simpson &

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Simpson Business and Personnel Services passed the initial screening. They were rated and scored by the evaluation committee using a point system that covered: 1) proposed fee/price, 2) plan for providing required services, 3) quality control plan, 4) experience and capability and 5) references and history of any labor law violations. PDQ was determined to be the lowest responsible proposer and received the highest overall score by the Evaluation Committee. PDQ currently provides good services to Probation under another contract and has made a firm commitment to comply with all RFP requirements.

IMPACT ON CURRENT SERVICES (OR PROJECTS):

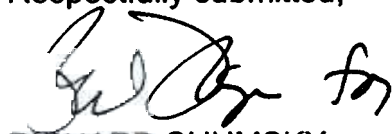
This contract will continue the current level of services

It is requested that the Executive Officer, Board of Supervisor, forward a copy of the executed contract to:

Probation Department
9150 E. Imperial Hwy., Rm. A66
Downey, CA 90242
Attention: Yolanda Young
Contracts & Grants Mgmt. Division

PDQ Careers
777 South Figueroa Street, Suite 2500
Los Angeles, CA. 90017
Attention: Janet C. Ault
President and CAO

Respectfully submitted,



RICHARD SHUMSKY
Chief Probation Officer

RS:mc

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Attachments (5)

c: Chief Administrative Officer
County Counsel