



# COUNTY OF LOS ANGELES PROBATION DEPARTMENT

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



**GUILLERMO VIERA ROSA**  
Chief Probation Officer

February 03, 2026

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:

## **AMENDMENT TO SOLE SOURCE CONTRACT NUMBER 640-22-064 WITH WILLIAM JAMES COLLEGE TO PROVIDE RESEARCH AND CONSULTING SERVICES ON THE COUNTY OF LOS ANGELES JUVENILE COMPETENCY TO STAND TRIAL PROGRAM**

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

### **SUBJECT**

Request approval of a Sole Source Amendment to extend the term of Contract Number 640-22-064 (Contract) with William James College (WJC) for a one (1) year Option Term and two (2) additional one-year periods for the purposes of research and consultation services on the County of Los Angeles Juvenile Competency to Stand Trial Program (Program) for the County of Los Angeles Probation Department (Probation), and to increase the Contract sum to account for the additional option periods.

### **IT IS RECOMMENDED THAT THE BOARD:**

1. Approve and authorize the Chief Probation Officer, or his designee, to execute an Amendment, substantially similar to the attached (Attachment I), to the Sole Source Contract with WJC in order to extend the current contract period for a one (1) year period with the option to extend for an additional two (2) one-year periods and six (6) month-to-month option periods, for an estimated amount of \$95,200, upon approval as to form by County Counsel.
2. Delegate authority to the Chief Probation Officer, or his designee, to prepare and execute subsequent Amendments to the Contract in order to extend the term of the Contract for the two (2) additional one-year periods, and six (6) month-to-month option periods detailed in Recommendation 1, upon approval as to form by County Counsel.

3. Delegate authority to the Chief Probation Officer, or his designee, to execute an amendment to the Contract to modify the contract rates, upon approval as to form by County Counsel.

4. Delegate authority to the Chief Probation Officer or his designee, to approve: i) non-material, technical, and administrative changes to the Contract, ii) necessary changes to the scope of service, and if necessary, iii) termination of, in whole or in part, the Contract with WJC.

### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

#### **Background**

California statutory law and federal case law requires that a defendant be competent throughout criminal proceedings. The County of Los Angeles Superior Court's Juvenile Competency to Stand Trial Protocol (Protocol) [Issued 1/2012, Revised 6/2015, Revised 3/2019] requires that Probation provide competency restoration services to youth deemed incompetent to stand trial. Specifically, these youth are those who have an open or sustained Welfare and Institutions Code (WIC) Section 707(b) (Serious Juvenile Offenses) or Penal Code Section 290.008(C) (Sexual Registrant Requirements) petition, who are detained in juvenile hall, or have three or more open or sustained petitions within a three (3) year period. The Program was developed as a result of the requirements of the Protocol. On August 30, 2022, your Board authorized the Chief Probation Officer to enter into a Sole Source Contract with William James College from September 15, 2022 through March 14, 2026, to provide research and consultation services on the Program. In August 2025, Probation was asked by the newly launched Juvenile Competence to Stand Trial Hub Court to continue its data collection and analysis beyond the March 14, 2026 expiration date of the Contract.

#### **Recommendation**

The purpose of the recommended actions is to authorize the Chief Probation Officer, or his designee, to execute an Amendment to (i) extend the current contract period for a one (1) year period with the option to extend for an additional two (2) one-year periods and six (6) month-to-month option periods, for an estimated amount of \$95,200; (ii) delegate authority to the Chief Probation Officer, or his designee, to prepare and execute amendments to the Contract to extend for two (2) additional one-year periods, and six (6) month-to-months option periods; and (iii) modify the Pricing Sheet to increase the hourly rates for staff. The current contract rates have not been increased since September of 2022 and, as a result, have not kept pace with inflation. These staff members are subject matter experts in the field of research for juvenile competency to stand trial. The recommended actions will allow WJC to continue with their research study and, if necessary, revise and enhance the curriculum of the Program based on findings of this study.

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

The recommended action is consistent with the County of Los Angeles North Star 1: Make Investments That Transform Lives, Focus Area Goal D: Support Vulnerable Populations. Specifically, it will address people with disabilities under Strategy vii.

### **FISCAL IMPACT/FINANCING**

The contract extension is estimated at \$95,200 and is fully funded under Net County Cost

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

All terms and conditions included in the existing Contract will continue to apply following execution of the proposed Amendment (Attachment I), upon approval as to form by County Counsel. Attached is the Sole Source Checklist (Attachment II) mandated by your Board. In accordance with your Board's contract policy requirements for Sole Source Contracts, Probation notified your Board on October 21, 2025, of its intent to extend the Contract with WJC.

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

This proposed Amendment will allow Probation to continue with WJC's research study on the County of Los Angeles Competency to Stand Trial Program.

Respectfully submitted,



GUILLERMO VIERA ROSA  
Chief Probation Officer

GVR:TH:YT:nd

Enclosures

c: Executive Officer  
Chief Executive Officer  
County Counsel

**MODIFICATION NUMBER FIVE  
TO CONTRACT NUMBER 640-22-064  
BY AND BETWEEN THE COUNTY OF LOS ANGELES AND  
WILLIAM JAMES COLLEGE TO PROVIDE RESEARCH AND CONSULTING  
SERVICES ON THE COUNTY OF LOS ANGELES JUVENILE COMPETENCY  
TO STAND TRIAL PROGRAM**

This Modification Number Five, hereinafter "Modification," to Contract Number 640-22-064, hereinafter "Contract," is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2026, by and between the County of Los Angeles, hereinafter "County," and William James College, hereinafter "Contractor."

**RECITALS**

**WHEREAS**, on September 8, 2022, the parties entered into a Contract to provide research and consulting services on the Juvenile Competency to Stand Trial program for the County of Los Angeles Probation Department;

**WHEREAS**, the Chief Probation Officer has been delegated authority to extend and modify the Contract pursuant to the terms contained in the Contract;

**WHEREAS**, pursuant to Paragraph 4 (Term of Contract) of the Contract, the Contract has an initial term of one (1) year with two (2) additional one-year periods for a maximum total contract term of three (3) years; and an additional six (6) month-to-month period (each an "Option Term");

**WHEREAS**, the Contract is currently in its six-month Option Term as provided for in the initial Contract and therefore expires on March 14, 2026;

**WHEREAS**, the Contract was modified through Modification Number One on March 28, 2023 to modify Exhibit B, Pricing Sheet with a revised Exhibit B-1, Pricing Sheet;

**WHEREAS**, the Contract was modified through Modification Number Two on August 22, 2023 to: 1) modify Subparagraph 4.1 of the Contract to extend the term of the Contract for the first one (1) year Option Term; 2) delete Paragraph 8.59 (COVID-19 Vaccinations of County Contractor Personnel); and 3) delete Exhibit G (COVID-19 Vaccination Certification of Compliance);

**WHEREAS**, the Contract was modified through Modification Number Three on March 18, 2024 to: 1) modify Paragraph 4 (Term of Contract), Subparagraph 4.1, to extend the term of the Contract for a third one-year Option Term; and 2) modify the Contract to update and/or add County Standard Terms and Conditions to meet County requirements;

**WHEREAS**, the Contract was modified through Modification Number Four on July 8, 2025 to: 1) modify Paragraph 4 (Term of Contract), Subparagraph 4.1 to extend the term of the Contract on a month-to-month basis, for a period of time not to exceed six (6) months; 2) modify Paragraph 5 (Contract Sum), Subparagraph 5.1; and 3) modify Exhibit B-1 (Pricing Sheet) with Exhibit B-2 (Pricing Sheet);

**WHEREAS**, the Chief Probation Officer or his designee, received delegated authority on \_\_\_\_\_ 1) to add additional contract periods; 2) modify the Statement of Work (Exhibit A) and; 3) increase the Contract rates;

**WHEREAS**, the parties agree to: 1) modify Paragraph 4 (Term of Contract), Subparagraph 4.1 to extend the term of the Contract for a one (1) year Option Term and two (2) additional one-year periods and add Subparagraph 4.2 for a six (6) month-to-month period (each an "Option Term"); 2) modify Paragraph 5 (Contract Sum), Subparagraph 5.1; 3) modify Exhibit A (Statement of Work); 4) modify Exhibit B-2 (Pricing Sheet) with Exhibit B-3 (Pricing Sheet); 5) modify Exhibit V (Travel Expense Reimbursement Rates); and

**WHEREAS**, County and Contractor mutually agree to modify the Contract as hereinafter set forth.

**NOW, THEREFORE**, in consideration of the mutual covenants herein set forth and the mutual benefits to be derived therefrom, the Contract is modified as follows:

1. Paragraph 4 (Term of Contract), Subparagraph 4.1 of the Contract, shall be deleted in its entirety and replaced with the following to extend the term of the Contract for a one-year period from **March 15, 2026 through March 14, 2027**:
  - 4.1 The Term of this Contract shall be for four (4) years and six-months commencing September 15, 2022 and continuing through March 14, 2027, unless sooner terminated or extended, in whole or in part, as provided in this Contract. Contingent upon available funding, this Contract may be extended by the Chief Probation Officer or designee and authorized officials of the Contractor, by mutual written agreement, for up to two (2) additional one (1) year periods.
  - 4.2 Contingent upon available funding, the term of the Contract may also be extended beyond the stated expiration date above on a month-to-month basis, for a period of time not to exceed six (6) month-to-month periods, upon the written request of the Chief Probation Officer or designee and the written concurrence of the Contractor. All terms of the Contract in effect at the time of extending the term shall remain in effect for the duration of the extension.

2. Paragraph 5 (Contract Sum), Subparagraph 5.1.1 shall be deleted in its entirety and replaced with the following:

5.1.1 The Contract Sum under the terms of this Contract shall be the total monetary amount payable by the County to the Contractor for supplying all services under this Contract consistent with the cost listed in Exhibit B (Pricing Schedule). The annual contract sum, inclusive of all applicable taxes, was estimated at \$60,000 for the initial one (1) year period from March 15, 2022 through March 14, 2023. Through Modification One, \$21,375 was added to the Contract Sum from March 15, 2023 through March 14, 2024. Through Modification Four, \$40,379 was added to the Contract Sum from September 15, 2025 through March 14, 2026. Upon execution of Modification Five, an additional **\$95,200** is added to the Contract Sum, inclusive of all applicable taxes consistent with Exhibit B-3 (Pricing Sheet). Notwithstanding said limitation of funds, the Contractor agrees to satisfactorily perform and complete all work specified herein.

3. Paragraph 2.1 (Objective 1: Evaluate the efficacy of the Program), Subparagraphs 2.1.1 and 2.1.2 of Exhibit A (Statement of Work), shall be deleted in their entirety, the remaining Subparagraphs remain the same:

2.1.1 Reserved  
2.1.2 Reserved

Paragraph 2.2 (Objective 1: Deliverables), Subparagraph 2.2.3 of Exhibit A (Statement of Work), shall be deleted in its entirety, the remaining Subparagraphs remain the same:

2.2.3 Reserved

4. Exhibit B-2 (Pricing Sheet) is hereby deleted in its entirety and replaced with Exhibit B-3 (Pricing Sheet), which is attached hereto and incorporated by reference.
5. Exhibit V (Travel Expense Reimbursement Rates) is hereby deleted in its entirety and replaced with Exhibit V (Travel Expense Reimbursement Rates), which is attached hereto and incorporated by reference.
6. Except as expressly provided in this Modification, all other terms and conditions of the Contract shall remain in full force and effect.
7. Contractor hereby represents and warrants that the person executing this modification is an Authorized agent who has actual authority to bind Contractor to each and every item, condition, and obligation of the modification and that all requirements of Contractor have been fulfilled to provide such actual authority.

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**IN WITNESS WHEREOF**, the parties hereto have caused this Modification Number Five to be executed on its behalf by its duly authorized officers.

COUNTY OF LOS ANGELES  
PROBATION DEPARTMENT

By \_\_\_\_\_  
GUILLERMO VIERA ROSA  
CHIEF PROBATION OFFICER

CONTRACTOR:

WILLIAM JAMES COLLEGE

By \_\_\_\_\_

\_\_\_\_\_  
Name (Typed or Printed)

\_\_\_\_\_  
Title

APPROVED AS TO FORM:

DAWYN HARRISON  
COUNTY COUNSEL

By \_\_\_\_\_  
JASON C. CARNEVALE  
DEPUTY COUNTY COUNSEL

## PRICING SHEET

**EXPENSES:** Reimbursable expenses shall include the actual expenditures made or incurred in the performance of services under this Agreement. Expenses will include, but shall not be limited to, the following: travel, lodging, postage, deliveries, document reproduction for reports, mileage, long distance telephone charges, and other normal and reasonable expenses, as determined by County, that are required for Contractor to perform the services set forth in the attached Statement of Work.

Objectives	Rates
<b>Objective 1: Evaluation and Data Analysis</b>	
<b>Two Principal Investigators - Dr. Larson and Dr. Nathanson</b> Salary Support – 300 hours x \$100.00 Per Hour	\$30,000.00
<b>Two Research Assistants</b> Salary Support – 600 hours x \$16.00 Per Hour	\$9,600.00
<b>One Research Analyst</b> Salary Support – 200 hours x \$32.00 Per Hour	\$6,400.00
<b>Objective 1 (2.2.6): Outcome Study - Upon delivery and approval by County</b>	\$8,000.00
<b>Objective 1 (2.2.8): Delivery of Finalized JCCS Curriculum - Upon delivery and approval by County</b>	\$2,500.00
<b>Objective 2: Technical Assistance – As Needed</b>	
<b>Two Principal Investigators - Dr. Larson and Dr. Nathanson</b> Salary Support – 250 hours x \$100.00 Per Hour	\$25,000.00
<b>Subtotal</b>	<b>\$81,500.00</b>
<b>10% Administrative Indirect Cost</b>	\$8,150.00
<b>Additional Indirect Cost Include:</b> Travel and Meals Indirect cost to be reimbursed in accordance with Exhibit V	\$5,550.00
<b>TOTAL</b>	<b>\$95,200.00</b>

- Hours are subject to change by mutual agreement.
- Travel-related expenses must be approved by the County Program Manager in advance. All travel-related expenses shall be in accordance with County's Travel Expense Reimbursement/Mileage Rates (Exhibit V).
- Amounts may be transferred to other line items by mutual agreement of County and Contractor.

## TRAVEL EXPENSE REIMBURSEMENT RATES

The maximum reimbursable rates for the travel incurred are as follows:

### **Lodging – Maximum Daily Rate**

- \$280.25 (plus corresponding taxes included on the receipt) for a single occupancy hotel accommodation.
- Hotel receipt is required and must be submitted with the expense claim form.

### **Meals - Maximum Daily Rate**

- Breakfast - \$16.75
- Lunch - \$22.00
- Dinner - \$54.50, not to exceed \$93.25 combined per day when authorized for all three meals.
- Meal reimbursement may be subject to taxability if not substantiated. Accordingly, requiring receipts is mandatory.

\*Note: Travel reimbursement rates may be modified as determined by County

## SOLE SOURCE CHECKLIST

Department Name: Probation

New Sole Source Contract  
 Sole Source Amendment to Existing Contract  
 Date Existing Contract First Approved:

September 8, 2022

Check (✓)	<b>JUSTIFICATION FOR SOLE SOURCE CONTRACTS AND AMENDMENTS</b> <b>Identify applicable justification and provide documentation for each checked item.</b>
	<ul style="list-style-type: none"> <li>➤ Only one bona fide source (monopoly) for the service exists; performance and price competition are not available. A monopoly is an <i>“Exclusive control of the supply of any service in a given market. If more than one source in a given market exists, a monopoly does not exist.”</i></li> </ul>
	<ul style="list-style-type: none"> <li>➤ Compliance with applicable statutory and/or regulatory provisions.</li> </ul>
<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> <li>➤ Compliance with State and/or federal programmatic requirements. Federal case law and California Statutes require that a defendant be competent throughout criminal proceedings. The County of Los Angeles Superior Court’s Juvenile Competency to Stand Trial Protocol (Protocol) [Issued 1/2012, Revised 6/2015 and 3/2019] requires that Probation provide competency restoration services to youth deemed incompetent to stand trial. Specifically, these are youth who have an open felony court petition.</li> </ul>
	<ul style="list-style-type: none"> <li>➤ Services provided by other public or County-related entities.</li> </ul>
	<ul style="list-style-type: none"> <li>➤ Services are needed to address an emergent or related time-sensitive need.</li> </ul>
	<ul style="list-style-type: none"> <li>➤ The service provider(s) is required under the provisions of a grant or regulatory requirement.</li> </ul>
	<ul style="list-style-type: none"> <li>➤ Services are needed during the time period required to complete a solicitation for replacement services; provided services are needed for no more than 12 months from the expiration of an existing contract which has no available option periods.</li> </ul>
	<ul style="list-style-type: none"> <li>➤ Maintenance and support services are needed for an existing solution/system during the time to complete a solicitation for a new replacement solution/system; provided the services are needed for no more than 24 months from the expiration of an existing maintenance and support contract which has no available option periods.</li> </ul>
	<ul style="list-style-type: none"> <li>➤ Maintenance service agreements exist on equipment which must be serviced by the original equipment manufacturer or an authorized service representative.</li> </ul>
	<ul style="list-style-type: none"> <li>➤ It is more cost-effective to obtain services by exercising an option under an existing contract.</li> </ul>
<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> <li>➤ It is in the best economic interest of the County (e.g., significant costs and time to replace an existing system or infrastructure, administrative cost and time savings and excessive learning curve for a new service provider, etc.). In such cases, departments must demonstrate due diligence in qualifying the cost-savings or cost-avoidance associated with the best economic interest of the County.</li> </ul> <p>WJC's knowledge and understanding of the existing program is required to complete the assessment regarding the effectiveness of the intervention, specifically answering the question of whether youth in Los Angeles County who have been deemed incompetent to stand trial can be remediated through the Program. Identifying another consultant with first-hand knowledge of the Program, with similar expertise and experience to complete the research study and modify</p>

the WJC curriculum, would be prohibitively costly in time and funding.

*Rene' Phillips*

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Chief Executive Office

12/19/2025

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Date