

COUNTY OF LOS ANGELES
PROBATION DEPARTMENT

DIRECTIVE

No.:	1144
Issued:	9/25/07
Post Until:	10/25/07

SUBJECT: APPROVAL OF STATEMENT OF WORK FOR CONTRACTS

This Directive establishes policy to ensure that the "Statement of Work" (SOW) section of each of the Department's upcoming social services contracts are:

1. Aligned with the Department's mission to provide **Evidence Based Practices** (EBP), and
2. That they contain EBP "outcome" measures that are consistent with the Department's Strategic Plan -- before the Request for Proposal (RFP) is released.

On September 26, 2006, the Board of Supervisors instructed the Chief Probation Officer to:

"Evaluate all [social service] contracts and change all future Requests for Proposals to ensure they are consistent with evidence-based practices (EBP) and that they state clear expectations for community-based organizations and others contracting with the Probation Department."

As indicated in Chief Taylor's "Governance" document, dated December 1, 2006:

"The Quality Assurance Services Bureau (QASB) reviews all newly proposed and existing programs for fidelity with applicable performance-based standards and evidence-based policies and practices, and monitors against established metrics and national baselines. The on-going departmentwide vetting, review and audits provide the knowledge and evidence of how the organization is progressing in accomplishing its objectives."

The Program Evaluation Office (PEO), which is an office of the QASB, is required to review and approve the SOW prior to the release of the RFP to ensure EBP fidelity and outcome measures. PEO staff will evaluate the SOW and other potential RFP documents to determine if the required services outlined in the SOW are considered evidence based and if the SOW contains appropriate outcome measures.

Effective immediately, all lead managers contemplating the release of an RFP shall notice the PEO Director early in the process. Notice shall be handled via email and should contain the draft SOW and any attending documents (appendix, addendums, etc.) that will be considered part of the RFP.

The PEO will review the submitted SOW and other documentation within **ten (10) business days of the notice** and will forward its written decision and recommendations to the sender. Only social services that are evidence based will be approved for release in a RFP issued by the Contracts Development Division. SOWs that are not evidenced based will not be approved and will be returned to the submitter for further revision and development. PEO will collaborate with the program manager in order to assist in the development of an evidenced based SOW.

PROBATION DIRECTIVE: APPROVAL OF SOW FOR CONTRACTS
PAGE 2 OF 2

If you have any questions regarding this notice, please contact the Quality Assurance Bureau Chief.

A handwritten signature in cursive script, reading "David M. Davies", written in black ink.

David M. Davies, Chief Deputy Probation Officer
Los Angeles County Probation Department