

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS
OF SAN BERNARDINO COUNTY
AND RECORD OF ACTION**

May 5, 2026

FROM

KRISTEN DELONGCHAMP, Chief Learning Officer, Performance, Education & Resource Centers

SUBJECT

Amendment to Contracts for Professional Development Training Services

RECOMMENDATION(S)

1. Approve **Amendment No. 1** with the following agencies to provide professional development training services on a fee-for-service basis, removing the \$200,000 annual contract limit, with no change to the contract periods:
 - a. Aguiar Professional Training LLC, **Contract No. 26-334** (4400029309) for the period of August 1, 2025 through July 31, 2028.
 - b. Crisis Prevention Institute, Inc., **Contract No. 26-335** (4400029697) for the period of October 15, 2025 through October 14, 2028.
 - c. Eagle Leadership Group, LLC, **Contract No. 26-336** (4400029641) for the period of August 25, 2025 through August 24, 2028.
 - d. Fair and Impartial Policing, LLC, **Contract No. 26-337** (4400029311) for the period of August 1, 2025 through July 31, 2028.
 - e. Fast Forward Group LLC, **Contract No. 26-338** (4400029341) for the period of August 25, 2025 through August 24, 2028.
 - f. General Assembly Space, Inc., **Contract No. 26-339** (4400029906) for the period of October 15, 2025 through October 14, 2028.
 - g. Langevin Learning Services (US), Inc. dba Langevin Learning Services, Inc., **Contract No. 26-340** (4400029374) for the period of August 25, 2025 through August 24, 2028.
 - h. Reality Based Leadership, LLC, **Contract No. 26-341** (4400029686) for the period of October 15, 2025 through October 14, 2028.
2. Authorize the Assistant Executive Officer to execute subsequent non-substantive amendments and amendments to the rates of service on behalf of the County, subject to review by County Counsel.
3. Direct the Assistant Executive Officer to transmit any non-substantive amendments and amendments to the rates of service to the Clerk of the Board of Supervisors within 30 days of execution.

(Presenter: Kristen DeLongchamp, Chief Learning Officer, 420-6404)

COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES

Create, Maintain and Grow Employment Opportunities and Economic Value in the County.

Improve County Government Operations.

FINANCIAL IMPACT

**Amendment to Contracts for Professional Development Training Services
May 5, 2026**

Approval of this item will not result in the use of additional Discretionary General Funding (Net County Cost). Departments that require the services are responsible for ensuring there is adequate funding in their current and future budgets. The impact on each department budget is dependent upon the need for the services. The annual expenditure for these services has been approximately \$224,303 but may fluctuate depending on actual departmental needs.

BACKGROUND INFORMATION

The Performance, Education, & Resource Centers (PERC) of San Bernardino County (County) aims to partner with accredited training professionals to provide professional development training services (Services) to all County departments. Services are provided through in-person, online, and hybrid methods.

Working with multiple contractors ensures County departments have access to a wide array of training opportunities that promote employee knowledge and growth. This model creates a dynamic pool of expert providers capable of delivering specialized, high-quality training on demand. By leveraging this approach, the County gains flexibility, responsiveness, and cost efficiency, as payments are tied directly to the specific training sessions, workshops, or consulting engagements requested by each department. By expanding its portfolio of professional development offerings through these contractors, PERC aims to close knowledge gaps, enhance workforce performance, provide quick access to training service providers, and ensure employees are equipped to meet strategic goals and deliver high-quality services to the community.

The contracts do not incur direct costs; however, expenses arise once vendors are selected and departments request Services. These costs follow a fee-for-service (FFS) model, meaning vendors invoice the County only for Services delivered. This structure supports fiscal responsibility, enables cost control, and allows the County to scale training resources efficiently to meet workforce development needs.

In 2025, the County entered into contracts with the eight agencies listed in Recommendation No. 1 to provide Services on an FFS basis, each with a not-to-exceed amount of \$200,000. The contracts were approved for the purpose of identifying, prequalifying, and creating an ongoing list of authorized vendors that are available to provide Services to County departments on an as-needed basis. The contracts were approved and executed by the Purchasing Department. Following a re-assessment of the County's needs, it was determined that the contracts should be amended to remove the \$200,000 annual limit. These contracts will operate as countywide contracts and will have no limit. This change will increase access to Services to close training gaps, enhance employee performance, and deliver high-quality services to its residents.

PROCUREMENT

On December 13, 2024, the County Administrative Office (CAO) approved and authorized the release of a Request for Qualifications (RFQ), conducted jointly with the Human Services department and PERC, to solicit proposals for interested and qualified agencies to provide Services to all County departments. RFQ No. HSSA25-HSSA-5666 was posted on the County's Electronic Procurement Network website. A total of eight proposals were received. An evaluation panel, comprised of four individuals from Arrowhead Regional Medical Center, CAO, Project and Facilities Management Department, and PERC, convened, and the proposals were evaluated based on the following criteria: qualifications and experience, technical review, cost, references, and presentation or demonstration. Based on the results of the evaluation, all eight agencies were recommended for award.

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REVIEW BY OTHERS

This item has been reviewed by Human Services (Lisa Rivas-Ordaz, Contracts Manager, 388-0222) on March 26, 2026; County Counsel (Daniella Hernandez, Deputy County Counsel, 387-5455) on April 9, 2026; Purchasing (Ariel Gill, Supervising Buyer, 387-2070) on April 9, 2026; and County Finance and Administration (John Hallen, Principal Administrative Analyst, 388-0208) on April 16, 2026.

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Record of Action of the Board of Supervisors
San Bernardino County

APPROVED (CONSENT CALENDAR)

Moved: Curt Hagman Seconded: Joe Baca, Jr.
Ayes: Col. Paul Cook (Ret.), Jesse Armendarez, Dawn Rowe, Curt Hagman, Joe Baca, Jr.

Lynna Monell, CLERK OF THE BOARD

BY 
DATED: May 5, 2026



cc: PERC - Zamets w/agrees
 Contractor - c/o PERC w/agree
 File - w/agree
CCM 05/11/2026