

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

January 28, 2025

FROM

TRACY REECE, Chief Probation Officer, Probation Department

SUBJECT

Amendment to Agreement with First Institute Training and Management, Inc. for Vocational Training Program

RECOMMENDATION(S)

Approve **Amendment No. 3 to Agreement No. 20-110** with First Institute Training and Management, Inc., for a vocational training program for adult offenders, increasing the total amount by \$270,000, from \$1,140,000 to \$1,410,000, with no change to the contract period of April 1, 2020, through March 31, 2025.

(Presenter: Tracy Reece, Chief Probation Officer, 387-5692)

COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES

Provide for the Safety, Health and Social Service Needs of County Residents.

Pursue County Goals and Objectives by Working with Other Agencies and Stakeholders.

FINANCIAL IMPACT

Approval of this item will not result in the use of additional Discretionary General Funding (Net County Cost). Costs for the provision of the vocational training program are funded by 2011 Realignment-Community Corrections (Assembly Bill 109) dollars. Adequate appropriation and revenue have been included in the Probation Department's (Department) 2024-25 budget.

BACKGROUND INFORMATION

Vocational training prepares a person for the day-to-day duties of their specific trade, craft, or profession. It equips a person with technical skills as opposed to theoretical knowledge only. The Department is committed to providing vocational training to adult offenders with the goal of increasing their employment opportunities and ultimately assisting with positive reintegration into the community.

Referrals to the Vocational Training Program (Program) have been offered to adult offenders in each of the three Day Reporting Centers (DRCs) located in the cities of San Bernardino, Fontana, and Victorville. The Program offers training opportunities in a number of service fields, including, but not limited to, welding, office computer skills, industrial maintenance mechanics, machine operator, forklift operations, and logistics warehousing. The training services include online classroom and/or hands-on training and may be located in a mobile training center near the DRCs. Each training course varies in length and is geared towards appropriate, interested adult offenders of all genders, age and socio-economic levels. The Program allows adult offenders to gain the skills necessary for certification and employment in their chosen field.

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On June 12, 2019, a Request for Proposal (RFP) No. PROB19-PROB-3422 was released through the County's Electronic Procurement Network (ePro) to solicit qualified vendors to provide Vocational Training Services to adult offenders in various vocational fields. As a result of the competitive bid process, First Institute was one of four vendors awarded.

On March 10, 2020 (Item No. 38), the Board of Supervisors (Board) approved Agreement No. 20-110 (Agreement) with First Institute Training and Management, Inc. (First Institute), for a two-year term in the amount of \$240,000. The Agreement was to provide vocational training services to adult offenders for the contract period of April 1, 2020, through March 31, 2022, with an option to extend for one additional three-year term.

On March 29, 2022 (Item No. 37), the Board approved Amendment No. 1 to the Agreement, increasing the contract amount by \$450,000, from \$240,000 to \$690,000, and exercising the option to extend the contract term for an additional three years, from March 31, 2022, through March 31, 2025. Amendment No. 2 was approved by the Board on October 24, 2023 (Item No. 39), increasing the contract amount by \$450,000, from \$690,000 to \$1,140,000.

Amendment No. 3 would add \$270,000 to the Agreement, allowing one last cohort of 30 participants to complete the welding program and earn their certifications before the Agreement expires on March 31, 2025.

PROCUREMENT

Not applicable.

REVIEW BY OTHERS

This item has been reviewed by County Counsel (Maria Insixiengmay, Deputy County Counsel, 387-5455) on December 4, 2024; Purchasing (Alba Cortez, Buyer II, 387-3372) on December 12, 2024; Finance (Iliana Rodriguez, Finance Analyst, 387-4205) on January 13, 2025; and County Finance and Administration (Robert Saldana, Deputy Executive Officer, 387-5423) on January 13, 2025.

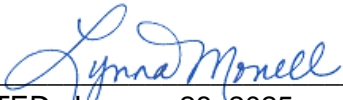
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Record of Action of the Board of Supervisors
San Bernardino County

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: January 28, 2025



cc: Probation - Villa w/agree
 Contractor - Probation w/agree
 File - w/agree
MBA 02/3/2025