

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

October 27, 2020

FROM

MICHELLE SCRAY BROWN, Chief Probation Officer, Probation Department

SUBJECT

Amendment to Contracts for Probation Training Courses

RECOMMENDATION(S)

Approve **Amendment No. 1** to contracts with the following agencies for the provision of training courses to sworn and non-sworn Probation personnel, effective October 27, 2020, with no revision to the contract term of April 1, 2019 through March 30, 2024:

1. Embassy Consulting Services, LLC **Contract No. 19-0151**, increasing the contract amount by \$60,000 from \$60,000 to \$120,000.
2. Thrive Academic Services, Inc. **Contract No. 19-0162**, increasing the contract amount by \$70,000 from \$5,000 to \$75,000.
3. DPrep, Inc. **Contract No. 19-0165**, increasing the contract amount by \$195,000 from \$5,000 to \$200,000.

(Presenter: Eric Vara, Deputy Chief Probation Officer, 387-5777)

COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES

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

FINANCIAL IMPACT

Approval of this item will not result in the use of additional Discretionary General Funding (Net County Cost). Adequate appropriation and revenue have been included in the Probation Department's (Department) 2020-21 budget and will be included in future recommended budgets.

BACKGROUND INFORMATION

The Department's Training Division develops a yearly training plan for all sworn and non-sworn personnel. The training courses enhance current job skills, develop skills for future assignments, and benefit general professional development and personal growth. These training organizations provide the Department a training curriculum for specific classes that must be taught by certified specialized master trainers in order for the Department to be in compliance with the minimum standards and requirements set forth by the Board of State and Community Corrections.

On March 19, 2019 (Item No. 22) the Board of Supervisors approved contracts with 19 training agencies in the aggregate amount of \$1,829,960 to provide training courses to sworn and non-sworn Probation personnel from April 1, 2019 to March 30, 2024, including Embassy Consulting, LLC, Thrive Academic Services, Inc. and DPrep, Inc. These three vendors were chosen for a funding increase because they are willing to provide in-person training courses,

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performed in a COVID compliant environment, to help meet the Department's training needs for both sworn and non-sworn staff. The increase in contract amounts are not due to COVID and CARES Act funding will not be requested.

PROCUREMENT

On June 5, 2018, a Request for Qualifications (RFQ PROB18-PROB-2964) was released through the County's Electronic Procurement Network (ePro) to solicit qualified vendors to provide training courses in various subjects to sworn and non-sworn Probation personnel. As a result of the competitive bid process, Probation awarded contracts to 19 vendors.

REVIEW BY OTHERS

This item has been reviewed by County Counsel (Jamie Ryan, Deputy County Counsel, 387-3088) on September 16, 2020; Purchasing Department (Michelle Churchill, Supervising Buyer, 387-2070) on October 1, 2020; Finance (Carolina Mendoza, Administrative Analyst, 387-0294) on October 2, 2020; and County Finance and Administration (Kelly Welty, Deputy Executive Officer, 387-5423) on October 2, 2020.

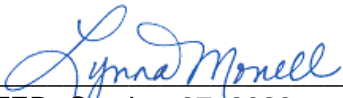
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Record of Action of the Board of Supervisors
County of San Bernardino

APPROVED (CONSENT CALENDAR)

Moved: Robert A. Lovingood Seconded: Josie Gonzales
Ayes: Robert A. Lovingood, Janice Rutherford, Dawn Rowe, Curt Hagman, Josie Gonzales

Lynna Monell, CLERK OF THE BOARD

BY 
DATED: October 27, 2020



cc: Probation- Hayes w/agree
 Contractor- C/O Probation w/agree
 File- w/agree
LA 10/29/2020