

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

January 11, 2022

**FROM**

**TRACY REECE, 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 January 11, 2022, with no revision to the contract term of April 1, 2019 through March 30, 2024:

1. Ami Davis, **Contract No. 19-158**, increasing the contract amount by \$50,000 from \$100,000 to \$150,000.
2. Armitage Tactical, **Contract No. 19-155**, increasing the contract amount by \$50,000 from \$150,000 to \$200,000.
3. Certified Safety Instructors, **Contract No. 19-148**, increasing the contract amount by \$75,000 from \$214,360 to \$289,360.
4. Serrato & Associates, Inc., **Contract No. 19-164**, increasing the contract amount by \$200,000 from \$250,000 to \$450,000.

(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 training courses are funded with a combination of Realignment funding, Youth Offender Block Grant and AB109 funding. Adequate appropriation and revenue have been included in the Probation Department's (Department) 2021-22 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. The training agencies identified above 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.

## **Amendment to Contracts for Probation Training Courses January 11, 2022**

On March 19, 2019 (Item No. 22), the Board of Supervisors (Board) approved contracts with 19 training agencies in the aggregate amount of \$1,829,960 for the provision of training courses to sworn and non-sworn Probation personnel for the period of April 1, 2019 through March 30, 2024.

Due to COVID-19, providers stopped providing in-person trainings. The department reached out to all providers to determine if any were able to provide in-person, COVID-complaint trainings to help meet the Department's training needs. As a result of the limited number of providers available for in-person training during the COVID-19 pandemic, an increase was required to some of these individual provider contracts. On October 27, 2020 (Item No. 59), the Board approved Amendment No. 1 to contracts with Embassy Consulting Services, LLC increasing the contract amount by \$60,000, from \$60,000 to \$120,000; Thrive Academic Services, Inc. increasing the contract amount by \$70,000, from \$5,000 to \$75,000; and DPrep, Inc. increasing the contract amount by \$195,000, from \$5,000 to \$200,000, with no revision to the contract term of April 1, 2019 through March 30, 2024.

Approval of the recommended amendments will increase the total contract amount for four additional providers to continue providing in-person training courses. The increase to the not-to-exceed contract amounts is necessary due to the uneven use of services among a limited number of available providers during COVID. The Department does not anticipate total expenditure to exceed the annual aggregate contract allocation.

### **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, 387-5455) on December 7, 2021; Purchasing Department (Bruce Cole, Supervising Buyer I, 387-2063) on December 7, 2021; Finance (Carolina Mendoza, Administrative Analyst, 387-0294) on December 10, 2021; and County Finance and Administration (Robert Saldana, Deputy Executive Officer, 387-5423) on December 16, 2021.

**Amendment to Contracts for Probation Training Courses  
January 11, 2022**

Record of Action of the Board of Supervisors  
San Bernardino County

**APPROVED (CONSENT CALENDAR)**

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

Lynna Monell, CLERK OF THE BOARD

BY   
DATED: January 11, 2022



cc: Probation- Altamirano w/agree  
Contractor- C/O Probation  
File- w/agree  
LA 01/13/2022