



COUNTY OF SAN MATEO
Inter-Departmental Correspondence
Sheriff's Office



Date: April 29, 2013
Board Meeting Date: May 7, 2013
Special Notice / Hearing: None
Vote Required: Majority

To: Honorable Board of Supervisors

From: Greg Munks, Sheriff

Subject: Agreement with Resource Development Associates, Inc.

RECOMMENDATION:

Adopt a Resolution waiving the Request for Proposals process and authorizing an agreement with Resource Development Associates, Inc. to complete the Sheriff's Jail Based Services and Reentry Programming Strategic Implementation Plan for the term of May 21, 2013 through December 31, 2015, in an amount not to exceed \$250,000.

BACKGROUND:

After completing the County's Public Safety Realignment (AB-109) Local Implementation Plan, the San Mateo County Sheriff's Office employed Resource Development Associates (RDA) to work with the Sheriff's Office, and the multi-disciplinary Jail Programming Committee to develop recommendations for in-custody programs and services offering a continuum of care model from entry into the jail to pre-release planning. Supervisor Adrienne Tissier, former Supervisor Rose Jacobs-Gibson along with the Sheriff's Office, RDA and the Jail Programming Committee, led this project.

DISCUSSION:

RDA has worked with the Sheriff's Office to map current inmate programs and services and to review these services in relation to established best practices. A process flow map was developed by RDA and the committee as a tool to illustrate how inmates move, from booking to release, through our correctional facilities and to identify opportunities to enhance programming and services for all inmates. Forecasting has also been reviewed to demonstrate how the inmate population's service needs will change over the next 3-5 years as a result of Public Safety Realignment. We have learned that with the addition of the realignment population, who typically serve longer sentences than those sentenced locally, a different approach is required in program development if the County is to meet the needs of the combined correctional population.

The work mentioned above culminated in the development of a Strategic Implementation Plan (SIP) to improve and expand jail based programs and services to meet the changing needs of the facilities and inmates and to promote alignment with best practices. Each of the strategies recommended in the SIP responds directly to gaps in programs and services and reflect the National Institute of Corrections recommendation that inmates are best served by participating in the full spectrum of programming that address three primary functions: (1) reformative, (2) activity-based, and (3) re-integrative or reentry-based. The SIP strategies developed by RDA through the strategic process are detailed, complex and unique to San Mateo County, emphasizing the creation of a continuum of care; the SIP includes a work plan and detailed timeline. The SIP work plan and contract scope of work includes the following deliverables: Implementation Support, Communications, Inmate Assessment, Risk/Service Assessment, Case Management, Evaluation Planning, In-Custody Programming and, Reentry and Transition.

RDA, as the primary researcher and author of the SIP, is intensely familiar with the history, nuances and development of the strategic planning process. At this time, there are no vendors or contractors with their degree of project familiarity known inside or outside of San Mateo County. The time needed for any other contractor to achieve that degree of familiarity with crucial project elements would represent either a significant delay in the project or unnecessary increases in the project budget, or both. Therefore, this Contractor is a sole-source provider and it is in the best interest of the County to waive the RFP process for this expenditure.

The contractor has assured compliance with the County's Contractor Employee Jury Service Ordinance, as well as all other contract provisions that are required by County ordinance and administrative memoranda, including but not limited to insurance, hold harmless, non-discrimination and equal benefits. County Counsel has reviewed and approved the Resolution as to form. The Contractor's insurance meets County Insurance Certification requirements.

Approval of this item contributes to the Shared Vision 2025 outcome of a Healthy Community by working collaboratively with other law enforcement agencies to enhance the safety of our community.

PERFORMANCE MEASURES:

Measures	FY 2011-12 Actual	FY 2012-13 Projected
Number of inmates participating in assessment surveys	48	75
Number of successful project committee meetings held	N/A	8

FISCAL IMPACT:

The term of the Agreement will be from May 21, 2013 to December 31, 2015 for a not to exceed amount of \$250,000. The amount of the Agreement for the remainder of FY 2012-13 is \$41,575 with the balance to be included in the FY 2013-14 and FY 2014-15

budgets. There is no Net County Cost; the Agreement is fully funded through the Sheriff's Office AB 109 allocation.

Attachment I - Scope of Work Budget

The table below reflects the phased scope of work RDA will conduct over the next three years to assist the San Mateo County Sheriff's Office staff in completing the strategic implementation plan.

<i>San Mateo County Sheriff's Office</i>		2013				2014				2015				Staff Hours			Fee Structure		
		<i>Project Quarter</i>				<i>Project Quarter</i>				<i>Project Quarter</i>				<i>Roberta Chambers</i>	<i>Diana Sanders</i>	<i>Research Associate</i>	<i>Total Hours</i>	<i>Total Cost</i>	
		1	2	3	4	1	2	3	4	1	2	3	4	(\$150/hr)	(\$125/hr)	(\$100/hr)			
<i>Three Year Project by Year</i>																			
Year One																			
Implementation Support														66	136	91	293	\$36,000	
Communications														23	89	86	198	\$23,175	
Inmate Assessment														6	23	69	98	\$10,675	
Risk/Service Needs Assessment														15	50	76	141	\$16,100	
Case Management														18	37	82	137	\$15,525	
Evaluation Planning														29	64	123	216	\$24,650	
														157	399	527	1083	\$126,125	
Year Two																	0		
Implementation Support (cut by 1/3)														44	90	60	194	\$23,850	
Communications (cut by 1/3)														15	60	57	132	\$15,450	
In-Custody Programming														16	52	56	124	\$14,500	
Re-Entry and Transition														15	41	76	132	\$14,975	
*Evaluation of Current Programs																		*TBD	
														90	243	249	582	\$68,775	
Year Three																	0		
Implementation Support (cut by another 1/3)													22	45	30	97	\$11,925		
Communications (cut by another 1/3)													8	30	28	66	\$7,750		
*Ongoing Evaluation																	*TBD		
														30	75	58	163	\$19,675	
Grand T total														554	1434	1668	3656	\$214,575	

* As discussed, costs for program evaluation cannot be determined until the evaluation planning is completed and are not included in this contract

NOTE: Timeline may vary depending on progress

The remaining contingency of approximately \$35,000 within the total contract cost of \$250,000 will be used towards the evaluation deliverables.