



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



**Date:** July 2, 2013  
**Board Meeting Date:** August 6, 2013  
**Special Notice / Hearing:** None  
**Vote Required:** Majority

**To:** Honorable Board of Supervisors  
**From:** Greg Munks, Sheriff  
**Subject:** Agreement with the Service League of San Mateo County

**RECOMMENDATION:**

Adopt a Resolution waiving the Request for Proposals process and authorizing an agreement with the Service League of San Mateo County for inmate services within the County's correctional facilities, for the term of July 1, 2013 through June 30, 2014, in an amount not to exceed \$669,054.

**BACKGROUND:**

The Inmate Welfare Trust Fund has been set up under California Penal Code Section 4025, which provides that the Sheriff may operate a commissary in the jail, and that profits shall be deposited into an Inmate Welfare Trust Fund. Section 4025 also provides that a refund, rebate, or commission received from a telephone company for inmates' use of telephones shall be deposited into the Inmate Welfare Fund. The fund may only be used primarily for the benefit, education, and welfare of the inmates, and maintenance of county jail facilities, which includes the cost of operating programs to benefit the inmates, including, but not limited to, education, drug and alcohol treatment, welfare, library, accounting, and other programs deemed appropriate by the Sheriff.

A committee consisting of the Assistant Sheriff, Captain of the Sheriff's Corrections Division and a Community Representative oversees the Inmate Welfare Trust Fund operation. Each year the committee receives proposals from service providers outlining their funding requests. The committee makes recommendations for award of contracts, most of which (because of the dollar amount) come before this Board of Supervisors for approval.

**DISCUSSION:**

The Service League of San Mateo County provides direct services to inmates such as education, jail orientation, counseling, referrals, jury trial clothing, childcare, travel fare for released inmates, Spanish language services, various denominational chaplaincy services, etc.

The Service League also provides indirect services consisting of training and guidance for volunteers who interact with inmates and handle their requests, as well as build supportive networks with departments, agencies, and substance abuse treatment programs.

The County has contracted with the Service League for these services since 1989. The Service League has a unique ability to provide services to inmates by utilizing volunteers and community professionals at a reasonable cost. Therefore, it is in the best interest of the County to waive the Request for Proposals process and continue to contract with the Service League on the basis of being a sole source provider in the County of San Mateo.

County Counsel has reviewed and approved the Resolution and agreement as to form. The contractor meets insurance certification requirements.

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, nondiscrimination and equal benefits.

Approval of this Agreement contributes to the Shared Vision 2025 outcome of Safe Neighborhoods by providing educational programs and services to inmates in order to promote personal growth and development as well as seek worthy goals upon their release.

**PERFORMANCE MEASURES:**

<b>Measures</b>	<b>FY 2012-13 Actual</b>	<b>FY 2013-14 Projected</b>
The number of incoming message requests processed	2,104	2,110
The number of outgoing message requests processed	7,412	7,420

**FISCAL IMPACT:**

The agreement is for a one-year term commencing July 1, 2013 through June 30, 2014, and for an amount not to exceed \$669,054. As with the previous year, funding for this contract will not solely be from the Inmate Welfare Fund (IWF). In order to maintain the level of services provided in FY 2012-13 and to prevent jeopardizing the diverse needs of the inmates and their families, the balance of \$200,000 will be funded through the Sheriff's Office General Fund (Reserves) and has been included in the Sheriff's FY 2013-14 Budget.