



# County of San Mateo

## Inter-Departmental Correspondence

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**Department:** SHERIFF

**File #:** 16-696

Board Meeting Date: 10/31/2017

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**Special Notice / Hearing:** None  
**Vote Required:** Majority

**To:** Honorable Board of Supervisors  
**From:** Carlos G. Bolanos, Sheriff  
**Subject:** Agreement with the San Mateo County Office of Education

**RECOMMENDATION:**

Adopt a resolution authorizing an agreement with the San Mateo County Office of Education for intake, assessment, instruction and high school equivalency testing (HSET, formerly GED) within the County's correctional facilities for the term July 1, 2017 through June 30, 2018 in the amount of \$125,224.

**BACKGROUND:**

The San Mateo County Office of Education provides educational services to inmates at the County correctional facilities. The Office of Education provides intake, assessment, instruction, and HSET test administration. Instruction is provided to inmates in the areas of English, math, social studies, literature/arts, science, vocabulary, and reading to prepare them to take the high school equivalency exam.

**DISCUSSION:**

The County has contracted with the San Mateo County Office of Education for these services for many years. The Office of Education has a unique ability to provide services to inmates by utilizing proven curricula for inmate education and test preparation 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 San Mateo County Office of Education on the basis of being a sole source provider of HSET test preparation and administration in the County of San Mateo.

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 to inmates in order to promote personal growth and development as well as seek worthy goals upon their release.

**PERFORMANCE MEASURES:**

<b>Measure</b>	<b>FY 2016-2017 Actual</b>	<b>FY 2017-2018 Projected</b>
Intake and assessment	132 inmates	148 inmates
Instruction in basic skills and HISET preparation	115 inmates	100 inmates
Number of inmates within correctional facilities who began HISET testing	79 inmates	79 inmates
Number of inmates within correctional facilities who passed all required HISET tests	79 inmates	42 inmates

\* each inmate is required to take five tests in different subject areas

**FISCAL IMPACT:**

The agreement is for a twelve-month term commencing July 1, 2017 through June 30, 2018 for an amount not to exceed \$125,224. There is no Net County Cost associated with this agreement, as it is paid for from AB109 funds.