



# County of San Mateo

## Inter-Departmental Correspondence

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**Department:** PROBATION

**File #:** 18-030

Board Meeting Date: 1/9/2018

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

**To:** Honorable Board of Supervisors  
**From:** John T. Keene, Chief Probation Officer  
**Subject:** Agreement with Sequoia Union High School District

**RECOMMENDATION:**

Adopt a resolution waiving the Request for Proposal process and authorizing the President of the Board to execute an agreement with Sequoia Union High School District to provide job skills training, computer courses and communication courses for those with substance abuse challenges in the Probation Department Bridges Program, for the term January 1, 2018, through December 31, 2020, in an amount not to exceed \$221,284.47.

**BACKGROUND:**

Founded in 1999, the Bridges program is an intensive outpatient day treatment program that helps adult offenders with substance abuse problems break the cycle of drug abuse and crime. The program was developed in response to high recidivism rates among adults with substance abuse issues.

The Bridges program consists of three phases, including a graduation phase, to be completed in one year. Participants are expected to attend classes and lectures on resume building and computer literacy as well as individual and group counselling sessions that will help them transition back into the community. The Probation Department provides intensive probation supervision to participants enrolled in the Bridges program. This entails meeting with their probation officer at least twice a month, submitting to scheduled and random chemical testing, and appearing before the court on a regular basis.

Bridges staff and volunteers are selected for their special skills in working with the targeted population and are specially trained. The intensive approach to treatment requires small caseloads and strong environmental controls such as drug testing and electronic monitoring. The program's effectiveness lies on the commitment of both staff and participants.

**DISCUSSION:**

The Probation Department is requesting that the Board approve an agreement with Sequoia Union High School District to provide educational and vocational services to participants of the Bridges

Program. In 2016, the Probation Department released a Request for Qualifications (RFQ) for educational and vocational services for the Bridges Program. Through the RFQ, the Probation Department selected Sequoia Union High School district to continue to be the service provider at the Bridges Program because of their expertise in the field.

For over a decade, Sequoia Union High School District staff has been providing educational and vocational services to Bridges participants. In addition, as part of Phase II, Sequoia Union High School District staff also assist Bridges participants in securing employment, as they integrate back into their communities. Sequoia Union High School staff provide the following services:

- Computer training and literacy: keyboarding, creating, storing and editing files; use of the latest version of the Microsoft office suite, including MS Word, MS Excel, MS Power Point
- Fundamentals of communication: speech construction and delivery - how to make individual presentations, leading discussions, participating in group activities; communication etiquette and courtesies; overcoming the fear of public; listening techniques; business writing
- Job Readiness: searching for a job, resume and cover letter preparation, filling out an application, mock interviews

In the past 5 years alone, the Bridges program has:

- Admitted 89 new participants, with an average of 18 participants annually
- Had a 58 participants successfully graduate, with an average of 12 participants annually
- Had 75% of its participants master court mandated competencies such as job skills training, computer classes and communication skills; and
- Had 75% of its participants secure some form of employment upon program completion

The Probation Department is also seeking a waiver of the Request for Proposals process in order to execute this contract. It is in the County's and the Department's best interest to execute this agreement with the Contractor to ensure that it continues to provide Job Skills Training, Computer Courses and Communication Courses for those with substance abuse challenges and in the Probation Department Bridges Program.

The Probation Department requests that the Chief Probation Officer or his designee is authorized to execute contract amendments that modify the County's maximum fiscal obligation by no more than \$25,000.00 (in aggregate), and/or modify the contract term and/or services so long as the modified term or services is/are within the current or revised fiscal provisions.

The term of the agreement is from January 1, 2018, through December 31, 2020. The Agreement and Resolution have been reviewed and approved by County Counsel.

Approval of this Agreement contributes to the Shared Vision 2025 outcome of a Healthy Community by providing adult offenders with rehabilitative educational and vocational services that will assist them in successfully integrating back to their communities.

**PERFORMANCE MEASURE:**

Measure	2018 Target	2019Target	2020 Target
Percent of Students who master competencies in court mandated classes including Job Skills Training, Computer Courses and Communication Courses	75%	75%	75%
Percent of students who secure employment (temporary, part-time, transitional or volunteer) after program completion	75%	75%	75%

**FISCAL IMPACT:**

The term of the contract is January 1, 2018, through December 31, 2020. The total obligation is \$221,284.47, of which, 100% is Net County Cost. The funds have been included in the FY 2017-18 Adopted Budget and FY 2018-19 Preliminary Recommended Budget. The funds will also be included in the FY 2019-20 Budget.