

MEMORANDUM
COUNTY OF PLACER
DEPARTMENT OF ADMINISTRATIVE SERVICES
PROCUREMENT SERVICES DIVISION

TO: Honorable Board of Supervisors
FROM: Brett Wood, Purchasing Manager
DATE: June 2, 2015
SUBJECT: Jail Needs Assessment – DLR Group

ACTION REQUESTED

1. Approve the award of a contract with DLR Group of Sacramento, CA for a Placer County Jail Needs Assessment in the amount of \$133,275, funded by the Sheriff's Office with no new Net County Cost;
2. Authorize the Purchasing Manager to sign the resulting contract.

BACKGROUND

The Sheriff's Office has identified a need to conduct a Jail Needs Assessment to establish both a short and long term plan for Corrections and Detention. This assessment will look specifically at requirements and plans of the Sheriff's Office and make recommendations for both immediate short term needs, and develop a framework for the long term approach pursued by the Placer County Criminal Justice System.

After identifying the assessment need the Sheriff's Office solicited informal proposals from two different firms, and after a thorough review is recommending the proposal from DLR Group as meeting the requirements and expectations of the Jail Needs Assessment.

Part of the services needed include a requirement to assist with the SB 863 Funding Application. This application needs to be completed by the middle of August 2015. The need to meet this deadline makes a process of formal solicitation impractical. The Purchasing Policy Manual Section 1.3(a) exempts professional services from competitive bidding.

Therefore your Board's approval is required to authorize a contract with DLR Group for the Jail Needs Assessment.

FISCAL IMPACT

Upon approval, a contract will be executed with DLR Group in the amount of \$133,275. Funding is available in the Sheriff's FY 2014-15 Final Budget to cover the cost of this contract.

cc: Don Hutchinson, Captain, Sheriff's Office
Mark Giacomini, Administrative Services Manager, Sheriff's Office

