Date: May 3, 2017
To: Board of Supervisors/Purchasing Agent
From: Susan von Zabern, Director of the Department of Public Social Services ("DPSS")
Via: Digna Olmos, 7-8258
Subject: Request for sole source procurement for child care services for children involved in the juvenile court process

The information below is provided in support of my Department's request for approval for a sole source procurement. (Outside of a duly declared emergency, the time to develop a statement of work or specifications is not in itself justification for sole source.)

1. **Supplier being requested:** Superior Court of California, County of Riverside.

2. **Vendor ID:** 0000075005

3. **Supply/Service being requested:** Child care services at Riverside Juvenile Court, Southwest Justice Center, and Indio Juvenile Center for children involved in the juvenile court process and whose parents have appearances scheduled at those facilities. (If this request is for professional services, attach the service agreement to this sole source request. The Purchasing Agent, or designee, is the signing authority for agreements unless the service is exempted by Ordinance 459, Board delegated authority or by State law.)

4. **Alternative suppliers that can or might be able to provide supply/service and extent of market search conducted:** Riverside County Office of Education and YMCA are qualified to provide child care services. However, these facilities are not situated near the courts and therefore create the need for transportation services between the facilities and the courts while the children are awaiting their court-ordered appearances. In addition, providing child care services at the courts increases the juvenile court participation and reduces the number of failed court appearances by parents.

   DPSS Children Services Division ("CSD") conducted extensive research on options for providing child care services independent of the courts. CSD found many negative aspects in the process, including the procurement of additional services, recruitment of additional staff, and the acquisition/configuration of facilities to accommodate child care. Using an alternative option to provide child care services instead of using the Superior Court's services would result in additional costs to transition these services and would increase the current cost to maintain them.

5. **Unique features of the supply/service being requested from this supplier, which no alternative supplier can provide (if proprietary software or machinery, hardware, please provide a supporting letter from the manufacturer):** The child care
centers are situated in the courts where the parents are scheduled to appear for court hearings.

6. Reasons why my Department requires these unique features and what benefit will accrue to the County: Since the child care centers are located in the court buildings, these services provide an incentive for CSD clients to appear on their court dates. If their children have been placed in out-of-home placement, visitation can be arranged at the court site itself. Caregivers use the child care services when they bring the children to court so that they meet the Court Policy for children 10 and older to be present at court hearings unless their respective counsel has waived their appearance. Additionally, many visitations take place with incarcerated parents while at court which meets statutory requirements.

7. Period of Performance: July 1, 2017 through June 30, 2022
(Total number of years)

Is this an annually renewable contract? ☑ No ☐ Yes
Is this a fixed-term agreement: ☑ No ☐ Yes
(A fixed-term agreement is set for a specific amount of time; it is not renewed annually. Ensure fixed-term agreements include a cancellation, non-appropriation of funds, or refund clause. If there is no clause(s) to that effect, then the agreement must be submitted to the Board for approval.)

8. Identify all costs for this requested purchase. If approval is for multiple years, ongoing costs must be identified below. If annual increases apply to ongoing costs such as CPI or other contract increases, provide the estimated annual cost for each consecutive year. If the annual increase may exceed the Purchasing Agent’s authority, Board approval must be obtained. (Note: ongoing costs may include, but are not limited to, subscriptions, licenses, maintenance, support, etc.)

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<tr>
<th>Description:</th>
<th>FY17/18</th>
<th>FY18/19</th>
<th>FY19/20</th>
<th>FY20/21</th>
<th>FY21/22</th>
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<td>One-time Costs:</td>
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<td>☑ 168,276</td>
<td>☑ 841,380</td>
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<td>☑ 168,276</td>
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<td>☑ 168,276</td>
<td>☑ 168,276</td>
<td>☑ 841,380</td>
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Note: Insert additional rows as needed

9. Price Reasonableness: (Explain why this price is reasonable or cost effective, and if this service/commodity will be bid out in the future.) CSD previously conducted a feasibility study on alternative options to provide child care services outside the courts, including (1) identifying alternative locations for child care rooms and rental fees, (2) reconfiguring the rooms to accommodate child care, (3) developing operating procedures for each of the locations to process incoming and outgoing children, and (4) staffing the child care services through the use of three full-time Social Services Assistants and other available staff to escort children to various court appearances and facilitate any required meetings with children. The conclusion of
CSD's research was that the transition of child care services would require further development for the most non-disruptive manner possible and would result in additional costs to provide child care services. CSD also concluded that it is more feasible to procure the services of the courts to provide child care services for compliance with mandates and to best meet the needs of the children services population.

10. Projected Board of Supervisor Date (if applicable): June 13, 2017
(Form 11s must accompany the sole source request for Purchasing Agent approval.)

Susan von Zabern 5-17-17
Department Head Signature Print Name Date
(or designee)

Purchasing Department Comments:

Approve Approve with Condition/s Disapprove

Not to exceed: The annual amount of $168,276 at a total amount of $841,380 through June 30, 2022

Jim Brandt 5/18/17 18-003
Purchasing Agent Date Approval Number
(Reference on Purchasing Documents)

List Attachments:
1. Agreement between the Superior Court of California County of Riverside and Riverside County Department of Public Social Services
2. Form-11