

**Agenda Item Summary**

19-0989

BOC Meeting Date
12/04/2019**Requesting Agency**

State Court

Commission Districts Affected

All Districts

Requested Action *(Identify appropriate Action or Motion, purpose, cost, timeframe, etc.)*

Request approval to renew existing contracts - State, Superior and Magistrate Court, RFP#18RFP020518A-CJC, Misdemeanor Probation Supervision Services with anticipated revenue in the amount of \$1,500,000.00 with Judicial Correction Services, Inc. (Atlanta, GA) to provide supervision and case management services for misdemeanor offenders sentenced by Judicial Order in the State and Magistrate Courts of Fulton County. Effective dates: January 1, 2020 through December 31, 2020. This is a revenue generating contract.

Requirement for Board Action *(Cite specific Board policy, statute or code requirement)*

In accordance with Purchasing Code Section 102-394(6), the Purchasing Department shall present all renewal requests to the Board of Commissioners at least 90 days prior to the contract renewal date or 60 days if the contract term is six (6) months or less.

Is this Item related to a Strategic Priority Area? *(If yes, note strategic priority area below)*

Yes All People are safe

Is this a purchasing item?

Yes

Summary & Background*(First sentence includes Agency recommendation. Provide an executive summary of the action that gives an overview of the relevant details for the item.)*

Scope of Work: This contract will provide the Court with a comprehensive probation services program that includes community service supervision, domestic violence counseling and DUI Offender rehabilitation. Furthermore, the supervisor of misdemeanor offenders has been instrumental in eliminating the backlog of probation revocation cases awaiting hearing which has translated into a sizeable reduction of the misdemeanor jail population

Community Impact: : Low-risk, offenders are less likely to reoffend while being supervised which allows our communities to remain safe.

Department Recommendation: Approval of this contract will enable the County to provide the critical service of misdemeanor probation management in a continuing effort to reduce jail overcrowding and offender recidivism.

Project Implications: None

Community Issues/Concerns: None that the Department is aware of.

Agency Director Approval**County Manager's Approval****Typed Name and Title**

Felicia Strong-Whitaker, Director

Phone

404-612-5800

Signature**Date**

Department Issues/Concerns: Private probation companies are becoming extinct and efforts to bring misdemeanor probation services in-house should be explored.

History of BOC Agenda Item:

CURRENT CONTRACT HISTORY	BOC ITEM	DATE	DOLLAR AMOUNT
Original Contract Amount	18-0309	05/2/2018	\$1,894,139.00
Renewal No.1	18-1008	12/19/2018	\$1,147,996.00
Renewal No.2		12/04/2019	\$1,500,000.00
Total Revised Amount			\$4,542,135.00

Contract & Compliance Information	<i>(Provide Contractor and Subcontractor details.)</i>
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Contract Value:	Revenue Generated
Prime Vendor:	Judicial Correction Services
Prime Status:	Non-Minority
Location:	Norcross, GA
County:	Gwinnett County
Prime Value:	Revenue Generated

Total Contract Value:	Revenue Generated
Total M/FBE Value:	-0-

Solicitation Information	NON-MFBE	MBE	FBE	TOTAL
No. Bid Notices Sent:				
No. Bids Received:				

Total Contract Value	Revenue Generated
Total M/FBE Values	-0-
Total Prime Value	Revenue Generated

Fiscal Impact / Funding Source	<i>(Include projected cost, approved budget amount and account number, source of funds, and any future funding requirements.)</i>
100-420-4201-4230: General Funds, State Court, Court Costs/Fees-\$1,500,00.00	

Exhibits Attached	<i>(Provide copies of originals, number exhibits consecutively, and label all exhibits in the upper right corner.)</i>
Exhibit 1: Contract Renewal Agreement	
Exhibit 2: Contract Renewal Evaluation Form	
Exhibit 3: Contractor Performance Report	

Source of Additional Information	<i>(Type Name, Title, Agency and Phone)</i>
LeNora Ponzo, Chief Clerk, State and Magistrate Court, 404-612-6728	

Agency Director Approval		County Manager's Approval
Typed Name and Title Felicia Strong-Whitaker, Director	Phone 404-612-5800	
Signature	Date	

Revised 03/12/09 (Previous versions are obsolete)

Procurement**Contract Attached:**
No**Previous Contracts:**
Yes**Solicitation Number:**
18RFP020518A-CJC**Submitting Agency:**
State, Superior and
Magistrate Court**Staff Contact:**
LeNora Ponzo**Contact Phone:**
404-612-6728**Description:** Misdemeanor Probation Supervision Services**FINANCIAL SUMMARY****Total Contract Value:**

Original Approved Amount: .
 Previous Adjustments: .
 This Request: Revenue
 Generating
 Revenue
 Generating
 TOTAL:

MBE/FBE Participation:

Amount: . %: .
 Amount: . %: .
 Amount: -0- %: .
 Amount: . %: .

Grant Information Summary:

Amount Requested: . ☐ Cash
 Match Required: . ☐ In-Kind
 Start Date: . ☐ Approval to Award
 End Date: . ☐ Apply & Accept
 Match Account \$: .

Funding Line 1:

100 420 4201 4230

Funding Line 2:

.

Funding Line 3:

.

Funding Line 4:

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KEY CONTRACT TERMS**Start Date:**

1/1/2020

End Date:

12/31/2020

Cost Adjustment:

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Renewal/Extension Terms:

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ROUTING & APPROVALS

(Do not edit below this line)

X	Originating Department:	Ponzo, LeNora	Date: 9/30/2019
X	County Attorney:	Martinez, Dominique	Date: 11/24/2019
X	Purchasing/Contract Compliance:	Strong-Whitaker, Felicia	Date: 11/25/2019
X	Finance/Budget Analyst/Grants Admin:	Stewart, Hugh	Date: 9/30/2019
.	Grants Management:	.	Date: .
X	County Manager:	Anderson, Dick	Date: 11/25/2019



DEPARTMENT OF PURCHASING & CONTRACT COMPLIANCE

CONTRACT RENEWAL AGREEMENT

DEPARTMENT: State Court

BID/RFP# NUMBER: 18RFP020518A-CJC

BID/RFP# TITLE: Misdemeanor Probation Supervision Services

ORIGINAL APPROVAL DATE: 05/02/2018

RENEWAL PERIOD: FROM: 01/01/2020 **THROUGH** 12/31/2020

RENEWAL OPTION #: 2 OF 2

NUMBER OF RENEWAL OPTIONS: 2

RENEWAL AMOUNT: \$ 1,500,000.00

COMPANY'S NAME: Judicial Correction Services, Inc.

ADDRESS: 1770 Indian Trail Road. Ste., 350

CITY: Norcross

STATE: Georgia

ZIP: 30093

This Renewal Agreement No. ____ was approved by the Fulton County Board of Commissioners on BOC DATE: **BOC NUMBER:**

SIGNATURES: SEE NEXT PAGE

SIGNATURES:

Vendor agrees to accept the renewal option and abide by the terms and conditions set forth in the contract and specifications for Bid/RFP# 18RFP020518A-CJC

(Person signing must have signature authority for the company/corporation)

NAME: John C. Cox (Print)
(CEO, President, Vice President)

VENDOR'S SIGNATURE: _____ DATE: _____

ATTEST:

NOTARY PUBLIC: _____

TITLE: _____ COUNTY: _____

SEAL (Affix) MY COMMISSION EXPIRES: _____

FULTON COUNTY, GEORGIA

ROBERT L. PITTS, CHAIRMAN
FULTON COUNTY BOARD OF COMMISSIONERS
DATE: _____

ATTEST:

TONYA R. GRIER
INTERIM CLERK TO THE COMMISSION
DATE: _____

SEAL (Affix)

DEPARTMENT AUTHORIZES RENEWAL OPTION ON THE AFOREMENTIONED BID/RFP:

DEPARTMENT HEAD: LeNora Hawkins Ponzo (Print)

DEPARTMENT HEAD SIGNATURE: _____ DATE _____

ITEM#: _____ RCS: _____	ITEM#: _____ RM: _____
RECESS MEETING	REGULAR MEETING

Contract Renewal Evaluation Form

Date:	September 27, 2019
Department:	STATE COURT
Contract Number:	18RFP020518A-CJC
Contract Title:	Misdemeanor Probation Supervision Services

Instructions:

It is extremely important that every contract be rigidly scrutinized to determine if the contract provides the County with value. Each renewal shall be reviewed and answers provided to determine whether services should be maintained, services/scope reduced, services brought in-house or if the contract should be terminated. Please submit a completed copy of this form with all renewal requests.

1. Describe what efforts were made to reduce the scope and cost of this contract.

This is a revenue generating contract.

2. Describe the analysis you made to determine if the current prices for this good or service is reflective of the current market. Check all applicable statements and provide documentation:

☐ Internet search of pricing for same product or service:

Date of search:	Click here to enter a date.
Price found:	Click here to enter text.
Different features / Conditions:	Click here to enter text.
Percent difference between internet price and renewal price:	Click here to enter text.

Explanation / Notes:

Click here to enter text.

☐ **Market Survey of other jurisdictions:**

Date contacted:	Click here to enter a date.
Jurisdiction Name / Contact name:	Click here to enter text.
Date of last purchase:	Click here to enter a date.
Price paid:	Click here to enter text.
Inflation rate:	Click here to enter text.
Adjusted price:	Click here to enter text.
Percent difference between past purchase price and renewal price:	Click here to enter text.
Are they aware of any new vendors?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are they aware of a reduction in pricing in this industry?	<input type="checkbox"/> Yes <input type="checkbox"/> No
How does pricing compare to Fulton County's award contract?	Click here to enter text.

Explanation / Notes:[Click here to enter text.](#)☒ **Other (Describe in detail the analysis conducted and the outcome):**

Research shows that private probation is a dying industry and efforts should be made to bring the services in-house.

3. What was the actual expenditure (from the AMS system) spent for this contract for previous fiscal year?
4. Does the renewal option include an adjustment for inflation? ☐ Yes ☒ No
 (Information can be obtained from CPI index)

Was it part of the initial contract? ☐ Yes ☒ No

Date of last purchase:	Click here to enter a date.
Price paid:	Click here to enter text.
Inflation rate:	Click here to enter text.
Adjusted price:	Click here to enter text.
Percent difference between past purchase price and renewal price:	Click here to enter text.

Explanation / Notes:[Click here to enter text.](#)

5. Is this a seasonal item or service? ☐ Yes ☒ No

6. Has an analysis been conducted to determine if this service can be performed in-house? ☐ Yes
☒ No If yes, attach the analysis.

7. What would be the impact on your department if this contract was not approved?

Thousands of misdemeanor subjects will go unsupervised and unmonitored and collection of fines and fees would cease

Lenora Hawkins Pombo

Prepared by

9/27/2019

Date

Jeff Pombo

Department Head

9/27/2019

Date

DEPARTMENT OF PURCHASING & CONTRACT COMPLIANCE

CONTRACTORS PERFORMANCE REPORT
PROFESSIONAL SERVICES

Report Period Start	Report Period End	Contract Period Start	Contract Period End
1/1/2019	9/27/2019	1/1/2019	12/31/2019
PO Number			PO Date
Department	State Court		
Bid Number			
Service Commodity			
Contractor			

= Unsatisfactory	<i>Achieves contract requirements less than 50% of the time, not responsive, effective and/or efficient, unacceptable delay, incompetence, high degree of customer dissatisfaction.</i>
= Poor	<i>Achieves contract requirements 70% of the time. Marginally responsive, effective and/or efficient; delays require significant adjustments to programs; key employees marginally capable; customers somewhat satisfied.</i>
= Satisfactory	<i>Achieves contract requirements 80% of the time; generally responsive, effective and/or efficient; delays are excusable and/or results in minor programs adjustments; employees are capable and satisfactorily providing service without intervention; customers indicate satisfaction.</i>
= Good	<i>Achieves contract requirements 90% of the time. Usually responsive; effective and/or efficient; delays have not impact on programs/mission; key employees are highly competent and seldom require guidance; customers are highly satisfied.</i>
= Excellent	<i>Achieves contract requirements 100% of the time. Immediately responsive; highly efficient and/or effective; no delays; key employees are experts and require minimal directions; customers expectations are exceeded.</i>

. Quality of Goods/Services (-Specification Compliance - Technical Excellence - Reports/Administration - Personnel Qualification)

Comments:

0
1
2
3
4

. Timeliness of Performance (-Were Milestones Met Per Contract - Response Time (per agreement, if applicable) - Responsiveness to Direction/Change - On Time Completion Per Contract)

Comments:

0
1
2
3
4

. Business Relations (-Responsiveness to Inquiries - Prompt Problem Notifications)

Comments:

0
1

☒ 2
☐ 3
☐ 4

19-0989

. Customer Satisfaction (-Met User Quality Expectations - Met Specification - Within Budget - Proper Invoicing - No Substitutions)

☐ 0
☐ 1
☒ 2
☐ 3
☐ 4

Comments:

. Contractors Key Personnel (-Credentials/Experience Appropriate - Effective Supervision/Management - Available as Needed)

☐ 0
☐ 1
☒ 2
☐ 3
☐ 4

Comments:

Overall Performance Rating: 2.0

Would you select/recommend this vendor again?
Check box for Yes. Leave Blank for No)

☐ Yes ☒ No

Rating completed by:

Lenora Hawkins Ponzio

Department Head Name	Department Head Signature	Date
<i>Lenora Hawkins Ponzio</i>	<i>[Signature]</i>	9/27/2019