



BOARD OF SUPERVISORS
AGENDA LETTER

Agenda Number:

Clerk of the Board of Supervisors
105 E. Anapamu Street, Suite 407
Santa Barbara, CA 93101
(805) 568-2240

Department Name: Sheriff
Department No.: 032
For Agenda Of: May 23, 2016
Placement: Administrative
Estimated Tme:
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors

FROM: Sheriff's Office Bill Brown (Ext. 4290)
Contact Info: Lieutenant Tim McWilliams (Ext. 4047)

SUBJECT: Inmate Commissary Services Contract with Aramark Corporation

County Counsel Concurrence

As to form: Yes

Other Concurrence: N/A

As to form: N/A

Auditor-Controller Concurrence

As to form: Yes

Recommended Actions:

- a) That the Board of Supervisors approve and authorize the Chair to enter into a contract on behalf of the County of Santa Barbara with Aramark Corporation, for Inmate Commissary Services for the period effective from May 17, 2016 to May 16, 2019, with the option of two (2) one-year extensions.
- b) Determine that the above actions are government fiscal activities or funding mechanisms which do not involve any commitment to any specific project which may result in a potentially significant impact on the environment, and are therefore not a project under the California Environmental Quality Act (CEQA) pursuant to section 15378(b)(4) of the CEQA guidelines.

Summary Text:

On January 05, 2016 the Santa Barbara County Sheriff's Office opened bid opportunities for Inmate Commissary Services (RFP # 390-007). Three vendors submitted bid responses and provided a demonstration of their services and abilities.

On February 04, 2016, Aramark Corporation was selected as the bid awardee. This is a three-year contract, beginning May 01, 2016 with two optional one-year extensions.

Background:

The Sheriff's Office, Custody Division, Programs Unit has provided oversight for inmate commissary services for many years. Vendors who are contracted to provide commissary services for inmates

incarcerated in the County Jail must provide staffing, commissary order placement and delivery, and grievance response related to commissary services for the inmate population.

Keefe has been the Sheriff’s Office commissary provider since 2007. In reviewing that contract, we were able to identify some shortcomings with both the contract itself and the services provided. The Sheriff’s Office felt that with the advances in technologies and the maturation of commissary vendors that it was time to go out to RFP. A RFP was developed and contained several areas of high importance for scoring purposes; Completeness of Response (submitted), Technical Criteria, Commission Rate, Implementation Plan and Schedule, Relevant Experience, References, Overall Proposal, Oral Presentation, and Understanding of Project. Of particular importance to the selection committee was the vendor’s customer service and ability to provide a diversified product line while maintaining price consistency.

The RFP was posted on the County General Services Purchasing Bid Opportunities website. It was also sent to Keefe Commissary Network, Aramark Correctional Services and Trinity Services Group via email.

By the bid closing date, the Sheriff’s Office received responses from three vendors; Keefe, Aramark and Trinity. As a matter of clarification for the vendors, they supplied the Sheriff’s Office with questions and attended a facility tour.

To review each response, a selection committee was formed of representatives from the Programs Unit, Main Jail Operations, Medium Security Facility, Inmate Services and Systems & Technology. Each member of the selection committee rated each RFP response using the criteria stated above and determined a score for each area. All three vendors were then selected to participate in a demonstration of their products and services. The selection committee and a representative from Custody Records and the Business Office were present to participate in these demonstrations. Members of the selection committee rated each vendor on their demonstration. All RFP and demonstration scores were tallied together to produce a high score. All scores were then placed in a scoring matrix, Aramark prevailed as the winning bid as the new inmate commissary provider.

Section	Evaluation Criteria	Aramark	Keefe	Trinity
A	Completeness	0	0	0
B	Technical	205	145	180
C	Commission Rate	410	420	270
D	Implementation Plan	307.5	255	240
E	Relevant Experience	210	210	200
F	References	120	97.5	80
G	Overall Proposal	330	225	240
H	Oral (if needed)	240	100	150
I	Project Understanding	337.5	195	255
	Point Total	2160	1647.5	1615
	Average	360	275	269

Section A, Completeness was a pass or fail criteria; all passed.

Once the winning bid was awarded, the Sheriff’s Office entered into the contract negotiations phase. We asked Keefe to continue to provide commissary services until we were able to complete the process. Keefe agreed to do so and has since stopped providing service.

All revenues generated from the purchase of inmate commissary purchases are deposited into the Inmate Welfare Fund. The money deposited in the Inmate Welfare Fund shall be expended by the Sheriff primarily for the benefit, education and welfare of the inmates confined within the jail. Inmate Commissary purchases represents approximately twenty five percent of the Inmate Welfare budget. This contract will increase our overall commission's rate from 42 percent to 45 percent and provide a minimum sales guarantee of \$450,000.00 while maintaining consistent pricing. In FY 14/15, commissary sales accounted for \$352,404.00.

Performance Measure:

The Sheriff is required to submit to the Board of Supervisors an annual, itemized report of all expenditures from the Inmate Welfare Fund.

Fiscal and Facilities Impacts:

Budgeted: Yes

Fiscal Analysis:

This is a revenue generating contract only.

Staffing Impacts:

Legal Positions:

FTEs:

There are no Staffing Impacts to this contract extension.

Special Instructions:

Clerk of the Board, Please send an official Minute Order to the Sheriff's Office, Attention Cathy Dorsey.

Attachments:

Contract between County of Santa Barbara (Sheriff) and Aramark

Authored by:

Tim McWilliams, Custody Lieutenant
Santa Barbara County Sheriff's Office
Custody Support Division

cc: