



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: December 15, 2020
Placement: Administrative
Estimated Tme:
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors
FROM: Sheriff's Office Sheriff Bill Brown (Ext. 14290)
Contact Info: Lieutenant Dulce Brooks (Ext. 14047)

SUBJECT: Inmate Commissary Services Agreement with Keefe Commissary Network, LLC

County Counsel Concurrence

As to form: Yes

Other Concurrence:

Risk Management: Yes

Auditor-Controller Concurrence

As to form: Yes

Recommended Actions:

That the Board of Supervisors:

- a) Approve and authorize the Chair to enter into an agreement on behalf of the County of Santa Barbara with Keefe Commissary Network, LLC for inmate commissary services for the period of January 1, 2021, to December 31, 2024, with the option of (2) one-year extensions; and
- 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 14, 2020, the County of Santa Barbara Sheriff's Office opened bid opportunities for Inmate Commissary Services (RFP # 918002). Two vendors submitted bid responses and provided a demonstration of their respective services. On September 24, 2020, Keefe Commissary Network, LLC was selected as the bid awardee. This is a three-year agreement beginning on January 1, 2021, with two optional one-year extensions.

Background:

The Sheriff's Office, Custody Support 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 County of Santa Barbara Sheriff's Office Custody Branch must provide adequate staffing, commissary order placement and deliver, and grievance responses related to commissary services.

The current commissary services vendor has maintained an agreement since 2016. Due to the future Northern Branch Jail opening and newer technological advances, the Sheriff's Office deemed it

necessary to develop a Request for Proposal (RFP) to compare services, pricing, and technologies of vendors to determine which one would best fit our needs.

An RFP was developed in conjunction with Praeses, LLC (consultant group for the Sheriff's Office), County of Santa Barbara Purchasing Department, sworn personnel, and professional civilian personnel. Members of the evaluation committee evaluated the submitted responses and attended a technology services presentation. Evaluation criteria included areas of technology, data transparency, service, cost proposal, overall compliance and expectations, technology presentation, and best and final offer.

All revenues generated from the purchase of inmate commissary purchases are deposited into the Inmate Welfare Fund. The money deposited into this fund shall be expended by the Sheriff primarily for the benefit, education, and welfare of the inmates confined within jail. Inmate commissary purchases represent approximately twenty-five percent of the Inmate Welfare budget. Some of the benefits of this agreement include the following: An approximate 50 percent reduction in trust funding and debit release card fees, the implementation of a cloud-based software system and premium point of sale cart services, a greater variety in name-brand products, continued provision of admission and indigent kits at no cost to the County, four full-time vendor staff members, 3 intake and 2 lobby kiosks, 40 industrial strength microwaves for each year of the agreement at no cost to County, and a minimal annual guarantee of \$325,000. This agreement provides an overall commission rate of 35 percent while maintaining consistent community pricing.

Fiscal and Facilities Impacts:

Budgeted:

Yes

Fiscal Analysis:

This is a revenue generating contract where commissions pay for the vendor's services.

Special Instructions:

Clerk of the Board: Please send two (2) copies of the official executed agreement amendment and two (2) copies of the Minute Orders to the Sheriff's Office, Attention Lt. Shawn T. Lammer.

Attachments:

Attachment A: Agreement with Independent Contractor inclusive of Exhibits A through E

Attachment B: Mandatory Requirements Inmate Commissary Services with Keefe Commissary Network, LLC (listed as Attachment 1 in the agreement)

Attachment C: Redline version of Agreement with Independent Contractor

Attachment D: Board Contract Summary Form

Attachment E: Certificate of Liability Insurance

Authored by:

Dulce Brooks, Lieutenant

County of Santa Barbara Sheriff's Office, Custody Support Division, Inmate Services Unit