




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:** Probation  
**Department No.:** 022  
**For Agenda Of:** August 27, 2024  
**Placement:** Administrative  
**Estimated Time:** N/A  
**Continued Item:** No  
**If Yes, date from:** N/A  
**Vote Required:** Majority

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**TO:** Board of Supervisors 

**FROM:** Department Holly L. Benton, Chief Probation Officer, (805) 803-8537  
Director(s)  
Contact Info: Damon Fletcher, Chief Financial and Administrative Officer,  
(805) 882-3654

**SUBJECT:** **Conversion of Purchase Contract No. CN8945 with Vocation Training Center (VTC) for Meal Services at the Santa Maria Juvenile Justice Center (JJC) from July 1, 2024 through August 31, 2024 to a Board Contract for those services from July 1, 2024 to June 30, 2027 referencing Bid No. 8700003**

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**County Counsel Concurrence**

As to form: Yes

**Auditor-Controller Concurrence**

As to form: Yes

**Other Concurrence:** Risk Management

As to form: Yes

**Recommended Actions:**

That the Board of Supervisors:

- A. Approve, ratify, and authorize the Chair to execute an Agreement for Services of Independent Contractor (Attachment A) with Vocation Training Center (VTC) to provide meals at the Santa Maria Juvenile Justice Center (JJC) for the period of July 1, 2024 through June 30, 2027, not to exceed the amount of \$1,914,352; this Agreement converts Purchase Contract No. CN8945 to a Board Contract referencing Bid No. 8700003 with a total cost not to exceed the amount of \$1,914,352 inclusive of \$104,160.00 under Purchase Contract No. CN8945; and this Agreement cancels, nullifies, and supersedes Purchase Contract No. CN8945, and any and all associated Change Order(s), which included a term of July 1, 2024 through August 31, 2024;
- B. Authorize the Chief Probation Officer or designee to approve subsequent immaterial changes to the agreement including authorizing additional services, amending program staffing requirements, amending service locations, and adding program goals, outcomes, and measures, and reallocation of funds between funding sources. Authorize the Chief Probation Officer or designee to approve line-item budget changes to Attachment B-1 of the Agreement in an amount not to exceed 10% of the stated line-item budgeted amounts for each service.

Immaterial changes can be made as long as the total contract amount of the agreement is not increased, and subject to the Board's ability to rescind this delegated authority at any time, and provided that in no event shall any such amendment extend the term of the agreement.

- C. Determine that the above actions consist of the creation of government funding mechanisms or other government fiscal activities, which do not involve any commitment to any specific project which may result in a potentially significant physical 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:**

This item is before your Board to ratify and execute an Agreement with VTC to provide meal services at the JJC. VTC has been providing dinner meal services to the JJC since Fiscal Year (FY) 2007-08, with lunch meal services added in December 2015. To ensure the commencement of meal services at the beginning of FY 2024-2025, services have been provided under a Purchase Contract No. CN8945 effective July 1, 2024. Under said Purchase Contract, VTC is supplying lunch and dinner meals at the JJC seven days a week, with a maximum contract amount of \$104,160 through August 31, 2024.

The execution of a Board Contract for these services effective July 1, 2024, was delayed due to insufficient time to complete the necessary procedures following the bid closure on May 30, 2024. The Purchase Contract is being converted to a Board Contract to allow for the provision of lunch and dinner meals through the end of FY 2027, with a total cost not exceeding \$1,914,352, inclusive of the \$104,160 under Purchase Contract No. CN8945.

**Background:**

The JJC is responsible for the health and welfare of the youth housed there, including the provision of meals. During the last fiscal year, the average daily population (ADP) was 36 youth, with a high of 42 and a low of 32. Lunch and dinner meals are provided by VTC, while breakfast ingredients are purchased separately through other suppliers and prepared by Food Services and Utility Workers employed by the Probation Department.

A Purchase Contract with VTC for \$104,160 was approved for the period of July 1, 2024, through August 31, 2024. This contract amount is based on the two-month period, calculating the expected maximum meal count at the per meal cost of \$9 for lunch and \$12 for dinner. Due to the anticipated significant price increase from prior years, a Purchase Contract for the entire agreement was no longer feasible. As a result, the contract bidding process was initiated in January 2024. The creation of the Request for Proposal (RFP) involved a six-month process with Procurement Services, including drafting the RFP, approval to post the bid, the sealed bid period, evaluating proposals, and observing the five-day waiting period for the Notice of Intent to Award the contract, which ended June 13, 2024. Consequently, the contract could not be presented before the Board of Supervisors (BOS) by the end of June 2024.

This recommended action is for a three-year contract covering the period from July 1, 2024, through June 30, 2027, with expected cost increases due to cost of living adjustments (COLA) capped at 4% annually.

**Performance Measure:**

Meals provided by VTC must adhere to the minimum standards contained in:

1. National School Lunch Program (NSLP) as administered by the California Department of Education, Nutrition Services Division (available online at [NSLP and SBP Meal Patterns - Healthy Eating & Nutrition Education \(CA Dept of Education\)](#)); and
2. Minimum Diet and Medical Diets as required by the Board of State and Community Corrections, Title 15 Minimum Standards For Juvenile Facilities, Division 1, Chapter 1, Subchapter 5 of the California Code of Regulations (available online at <https://www.cdfca.org/wp-content/uploads/sites/4/2018/12/FINAL-Juvenile-Title-15-Effective-2019-1-1.pdf>)

VTC is required to have all menus developed in consultation with a registered dietician who shall review the menus at least every six months.

Additionally, VTC must maintain menu, food production, and temperature records that demonstrate the required food components, food items, or menu items that are served each day.

Meals will be delivered to the location and at the times specified in the contract. VTC must conform to nutritional requirements for youth based on gender, age, and daily caloric allowances. Should an issue arise with a specific menu item, VTC will change the menu and provide an alternative food substitute upon request.

**Contract Renewals and Performance Outcomes:**

VTC successfully met all performance measures for the period of July 1, 2023, through June 30, 2024. These performances included compliance with the NSLP standards and meeting the dietary and medical diet requirements set by the Board of State and Community Corrections, Title 15 Minimum Standards for Juvenile Facilities.

In previous years, staff encountered issues with portion control, menu rotation, and burned foods. VTC addressed these concerns, providing replacements for all affected meals. In the summer of 2023, VTC hired new management to oversee the JJC meal service contract. Since their arrival, all issues have been addressed and resolved.

**Fiscal and Facilities Impacts:**

Budgeted: Yes **Fiscal Analysis:**

<b><u>Funding Sources</u></b>	<b><u>Original FY 24-25 Contract Total</u></b>	<b><u>Added Amount</u></b>	<b><u>Revised FY 24-25 Contract Total</u></b>	<b><u>FY 25-26 Contract Total</u></b>	<b><u>FY 26-27 Contract Total</u></b>	<b><u>New Contract Total</u></b>
General Fund State	\$ 104,160.00	\$ 400,240.00	\$ 504,400.00	\$ 528,928.00	\$ 554,624.00	\$ 1,587,952.00
Federal Fees		\$ 108,800.00	\$ 108,800.00	\$ 108,800.00	\$ 108,800.00	\$ 326,400.00
Other:						
<b>Total</b>	<b>\$ 104,160.00</b>	<b>\$ 509,040.00</b>	<b>\$ 613,200.00</b>	<b>\$ 637,728.00</b>	<b>\$ 663,424.00</b>	<b>\$ 1,914,352.00</b>

Conversion of Purchase Order agreement with Vocation Training Center (VTC) for Meals at the Juvenile Justice Center (JJC) from July 1, 2024 – June 30, 2027 to a Board Contract

**Narrative:**

This contract is partially funded by federal funds, which cover the cost of daily lunch meals through the National School Lunch Program (NSLP). As a result of the federal funding, the contract must be competitively bid. VTC was the sole responder to the Request for Proposals (RFP). The successful bid included an increase of \$3.01 per lunch (50%) and \$6.01 per dinner (100%) from the prior year contract. Due to the timing of the bid and to prevent service interruption, a Purchasing Contract was established rather than a Board Contract. The Probation Department now requests approval to convert the existing meals contract with VTC from a Purchase Contract to a Board Contract and to increase the contract amount by \$1,810,192, bringing the revised three-year contract maximum to \$1,914,352.

The term of the Board Contract will commence on July 1, 2024 and end on June 30, 2027. Funding for the FY 24-25 portion of the Agreement is included in Probation’s FY 24-25 adopted budget, and funding for the FYs 25-26 and 26-27 portions of the VTC Agreement will be included in Probation’s proposed budgets for those years. Executing this Agreement will not increase the Probation Department’s General Fund contribution.

**Key Contract Risks:**

Federal funding from the NSLP is utilized to partially support this contract. These funds have statutory requirements and there is a risk of audit finding if the requirements are not followed. The Probation fiscal unit monitors invoices and reporting to ensure they comply with statutory requirements. In addition, the Food Services Supervisor at the JJC monitors that the programmatic and record-keeping requirements under the program are in compliance.

**Staffing Impacts:**

**Legal Positions:**  
No effect

**FTEs:**  
No effect

**Special Instructions:**

Please return one (1) fully signed original of the Agreement to:  
Probation Department  
Attn: Fiscal Services Unit  
117 E. Carrillo St.  
Santa Barbara, CA 93101

**Attachments:**

Attachment A: Agreement for Services of Independent Contractor

**Authored by:**

Damon Fletcher, Chief Financial and Administrative Officer