



## Legislation Text

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File #: 24-107, Version: 1

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### Memorandum

**Date:** January 25, 2024

**To:** The Honorable Lake County Board of Supervisors

**From:** Rob Howe, Sheriff/Coroner

**Subject:** (a) Approve the contract with Timekeeping Systems, Inc in the amount not to exceed \$25,000 and (b) Authorize the Chairman of the Board to sign the agreement.

**Executive Summary:** The Lake County Sheriff's Office requests your Boards approval on the attached cell check Contract.

The Lake County Sheriff's Office is tasked with conducting and logging hourly cell checks on inmates throughout our Hill Road Correctional Facility. We identified the existing system as obsolete and insufficient in meeting operational requirements as the current system does not allow for live monitoring by supervisors or allow deputies to immediately log reasons for late checks. The Board of State and Community Corrections also expressed dissatisfaction with the current system's performance, prompting the Lake County Sheriff's Office to take proactive measures.

In response, the Lake County Sheriff's Office worked with the County Administrative Office to issue a Request for Proposal (RFP) to seek competitive bids for a new and improved cell check software solution. Two proposals were received and thoroughly evaluated by a selection committee. After careful consideration, the committee, which included: Lt. Jason Findley, Assistant CAO Stephen Carter, Sr. Deputy Probation Officer Nicholas Yamamoto, Librarian Christopher Veach, Facilities Maintenance Superintendent Bob Allen and Retired Correctional Officer Terry Norton, has recommended and chosen the proposal submitted by Timekeeping Systems Inc.

Timekeeping Systems Inc.'s proposal is deemed the most suitable solution, meeting the functional requirements and aligning with the Sheriff's Office's objectives for enhanced inmate monitoring. The proposed software is expected to address the identified deficiencies of the current system and improve the efficiency of hourly cell checks.

We believe that this decision will not only enhance the Sheriff's Office operations, but also contribute to the overall improvement of inmate monitoring and safety.

Funding is allocated in the Sheriff/Jail budget 2301, object code 62.79. This is a 5 year contract, with costs for year 1 to be \$20,795.37. Maintenance for years 2-5 will be \$6,945 per year. There is also a cost for the Sun Ridge interface with our Jail Management system which will be brought forward under separate board item.

**If not budgeted, fill in the blanks below only:**

Estimated Cost: \_\_\_\_\_ Amount Budgeted: 60,000 Additional Requested: \_\_\_\_\_ Future Annual Cost: \_\_\_\_\_

**Purchasing Considerations** (check all that apply):

Not applicable

- Fully Article X. <[https://library.municode.com/ca/lake\\_county/codes/code\\_of\\_ordinances?nodeId=COOR\\_CH2AD\\_ARTXPU\\_S2-38EXCOBI](https://library.municode.com/ca/lake_county/codes/code_of_ordinances?nodeId=COOR_CH2AD_ARTXPU_S2-38EXCOBI)>- and/or Consultant Selection Policy <[http://lcnet.co.lake.ca.us/Assets/Intranet/Policy/Policies+26+Procedures+Manual/Ch4\\_2021v2.pdf](http://lcnet.co.lake.ca.us/Assets/Intranet/Policy/Policies+26+Procedures+Manual/Ch4_2021v2.pdf)>-Compliant (*describe process undertaken in "Executive Summary"*)
- Section 2-38 <[https://library.municode.com/ca/lake\\_county/codes/code\\_of\\_ordinances?nodeId=COOR\\_CH2AD\\_ARTXPU\\_S2-38EXCOBI](https://library.municode.com/ca/lake_county/codes/code_of_ordinances?nodeId=COOR_CH2AD_ARTXPU_S2-38EXCOBI)> Exemption from Competitive Bidding (*rationale in "Executive Summary," attach documentation, as needed*)
- For Technology Purchases: Vetted and Supported by the [Technology Governance Committee](http://lcnet.co.lake.ca.us/Assets/Intranet/Intranet+Forms/Information+Technology/AdvPlan.pdf) <<http://lcnet.co.lake.ca.us/Assets/Intranet/Intranet+Forms/Information+Technology/AdvPlan.pdf>> ("Yes," if checked)
- Other (*Please describe in Executive Summary*)

**Consistency with Vision 2028** <<http://www.lakecountyca.gov/Government/Directory/Administration/Visioning/Vision2028.htm>>

(check all that apply):

Not applicable

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Well-being of Residents | <input type="checkbox"/> Public Safety               | <input type="checkbox"/> Disaster Prevention, Preparedness, Recovery |
| <input type="checkbox"/> Economic Development    | <input type="checkbox"/> Infrastructure              | <input type="checkbox"/> County Workforce                            |
| <input type="checkbox"/> Community Collaboration | <input type="checkbox"/> Business Process Efficiency | <input type="checkbox"/> Clear Lake                                  |

**Recommended Action:** (a) Approve the contract with Timekeeping Systems, Inc in the amount not to exceed \$25,000 and (b) Authorize the Chairman of the Board to sign the agreement.