



**EXECUTIVE MANAGEMENT AND AUDIT COMMITTEE
JULY 15, 2004**

SUBJECT: MEMORANDUM OF UNDERSTANDING (MOU) NUMBER TCP2610LASD WITH LOS ANGELES COUNTY SHERIFF'S DEPARTMENT FOR TRANSIT COMMUNITY POLICING SERVICES

ACTION: MODIFY MOU NOT-TO-EXCEED AMOUNT FOR FY05 TRANSIT COMMUNITY POLICING SERVICE LEVEL RECOMMENDATION

RECOMMENDATION

Authorize the Chief Executive Officer to execute Memorandum of Understanding (MOU) Modification No. 4 to MOU No. for an anti-terrorism trainer for the period July 1, 2004 through June 30, 2005 in the amount not to exceed \$116,813 revising the Total Contract Value of the MOU from \$104,636,762 to \$104,753,575.

RATIONALE

At its May 27, 2004 meeting the Board authorized the Chief Executive Officer (CEO) to execute a revision to LASD MOU TCP2610LASD to add \$49,054,950 in funding for FY05 transit community policing services and also to add \$500,000 for contingency funding to cover emergency services. These adjustments increased the total contract value of the MOU from \$55,081,812 to \$104,636,762.

Since the Board approval in May, it has been determined that the LASD can perform certain services funded in the \$4.577 million security grant from the federal Department of Homeland Security (DHS). This grant, which the Board authorized the CEO to accept on February 26, 2004, is to be used for security improvements in support of the regional Metro bus and rail system, including a full-time anti-terrorism trainer. The trainer will be totally funded by the grant and will be provided by LASD.

The proposed modification will add sufficient contract value to enable the LASD to provide the trainer who will teach anti-terrorism techniques to Metro supervisors, managers, in-house training staff and other employees. Topics to be covered include recognition of suspicious activity; suspicious versus unattended packages and procedures to use when reporting appears necessary; and 'train-the-trainer' instruction in anti-terrorism issues for employees of the sixteen municipal bus operators in Los Angeles County.

This LASD position, which is expected to be filled by August 1, 2004, will be allocated as a Non-Relieved Deputy unit and will be added to the LASD MOU currently in place. Presently the MOU includes 13 non-relieved deputy units; this change will add one position to total 14.

FINANCIAL IMPACT

There is no increase to FY05 budget appropriations. The DHS grant was already programmed in the FY05 budget. This adjustment will result in a net increase of \$116,813 in contracting authority due to the net cost of the additional service unit. Since this is a multi-year contract, the Project Manager and Deputy Chief Executive Officer will be accountable for budgeting the cost in future years, including any options exercised.

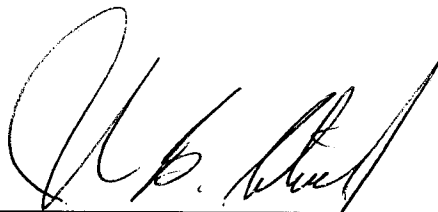
ALTERNATIVES CONSIDERED

Contracting these services with other agencies than the LASD was not considered. The LASD currently serves as Metro's contract agency for the provision of law enforcement services and is able to provide, on short notice, the requested personnel. Due to the expiration date of the grant, Metro needs to move forward with all scopes authorized in the grant as quickly as possible.


ATTACHMENTS

- A. Procurement Summary
- A-1. Procurement History
- A-2. List of Subcontractors
- A-3. Level of Service Units

Prepared by: Carolyn Flowers, Executive Officer, Operations Administration



John B. Catoe, Jr.
Deputy Chief Executive Officer



Roger Snoble
Chief Executive Officer

**BOARD REPORT ATTACHMENT A
PROCUREMENT SUMMARY**

**MOU NUMBER TCP2610LASD WITH LOS ANGELES COUNTY SHERIFF'S
DEPARTMENT FOR TRANSIT COMMUNITY POLICING SERVICES**

1.	Contract Number: TCP2610LASD		
2.	Recommended Vendor: Los Angeles County Sheriff's Department		
3.	Cost/Price Analysis Information:		
	A. Bid/Proposed Price: \$49,911,481*	Recommended Price: \$49,911,481*	
	B. Details of Significant Variances are in Attachment A-1.D		
4.	Contract Type: Service Unit		
5.	Procurement Dates:		
	A. Issued: N/A		
	B. Advertised: N/A		
	C. Pre-proposal Conference: N/A		
	D. Proposals Due: N/A		
	E. Pre-Qualification Completed: N/A		
	F. Conflict of Interest Form Submitted to Ethics:		
6.	Small Business Participation:		
	A. Bid/Proposal Goal: N/A	Date Small Business Evaluation Completed: N/A	
	Small Business Commitment: N/A Details are in Attachment A-2		
7.	Invitation for Bid/Request for Proposal Data:		
	Notifications Sent: N/A	Bids/Proposals Picked up: N/A	Bids/Proposals Received:
8.	Evaluation Information:		
	A. Bidders/Proposers Names: Los Angeles County Sheriff's Department	<u>Bid/Proposal Amount:</u> \$49,911,481*	<u>Best and Final Offer Amount:</u> \$
	B. Evaluation Methodology: Details are in Attachment A-1.C		
9.	Protest Information:		
	A. Protest Period End Date: N/A		
	B. Protest Receipt Date: N/A		
	C. Disposition of Protest Date: N/A		
10.	Contract Administrator: Timothy Godfrey	Telephone Number: (213) 922-2839	
11.	Project Manager: Carolyn Flowers	Telephone Number: (213) 922-2170	

* See explanation in Attachment A-1, Paragraph B Procurement Background

**BOARD REPORT ATTACHMENT A-1
PROCUREMENT HISTORY**

**MOU NUMBER TCP2610LASD WITH LOS ANGELES COUNTY SHERIFF'S
DEPARTMENT FOR TRANSIT COMMUNITY POLICING SERVICES**

A. Background on Contractor

The Los Angeles Sheriff's Department (LASD) is the largest sheriff's department in the world. In addition to specialized services, the LASD currently operates and provides contract services throughout and within the many cities that comprise Los Angeles County; including the City of Los Angeles. In the City of Los Angeles, LASD provides services to the Los Angeles Community Colleges, Metrolink, and all of the Los Angeles County Courts. In addition, LASD Transit Services Bureau provided additional transit law enforcement services to the Metropolitan Transportation Authority (Metro) under Contract OP2610LASD over a five-year period, and Interim Contract PS2610LASD prior to the existing services being provided under the current Contract TCP2610LASD. LASD has provided satisfactory transit law enforcement services under these contracts.

B. Procurement Background

On May 19, 2004 the Board authorized the Chief Executive Officer (CEO) to execute Memorandum of Understanding (MOU) Modification No. 3 to MOU No. TCP2610LASD to provide funding for FY05 transit community policing services in the amount no-to-exceed \$49,054,950 for the period July 1, 2004 through June 30, 2005. In addition the Board approved an addition to MOU TCP2610LASD in the amount of \$500,000 for contingency funding to cover emergency services, revising the Total Contract Value from \$55,081,812 to \$104,636,762.

On February 19, 2004 the Board authorized the CEO to accept a grant in the amount of \$4,577,000 to fund specified security improvements in support of the regional Metro bus and rail system. As part of the advanced anti-terrorism training and equipment items to be funded by the grant, LASD will provide a Non-Relieved Deputy unit to fill the full-time Anti-Terrorism Trainer position. This additional Deputy will be included under MOU No. TCP2610LASD. Hence, the number of Non-Relieved Deputy units under MOU No. TCP2610LASD is increased from 13 to 14.

Per the contract under Modification No. 4, the MTA shall revise the established annual service level and budget for FY05 for the period July 1, 2004 through June 30, 2005 from \$49,054,950 to \$49,171,763 to include the additional Non-Relieved Deputy unit to provide Anti-Terrorism Training. The revised annual service level amount represents an increase of \$116,813, which is due to the additional Non-Relieved Deputy unit and the reallocation of the associated overhead costs.

C. Evaluation of Proposals

MTA’s review of the revised proposal received from LASD for FY05 service level under the subject contract was limited to a mathematical accuracy check, reconciliation of proposed rates to supporting documents and reviewing the allocation methodology used for proposed support staff positions.

D. Cost/Price Analysis Explanation of Variances

The recommended price has been determined to be fair and reasonable based upon cost analysis. Staff performed a cost comparison analysis of the revised proposed service level costs for FY05 in the amount of \$49,911,481 with the original proposed amount for FY05 in the amount of \$49,794,630 (see Attachment A-3). Note: The Proposed amount for FY05 has been adjusted downward by the amount of \$739,718. This amount represents the underutilization of original contract authority approved by the Board. Therefore, the adjusted original proposed amount and the revised proposed amount for FY05 services are \$49,054,950 and \$49,171,763, respectively. The cost analysis disclosed that the revised proposed service unit rates for FY05 are slightly lower than the rates originally proposed, due to the additional Non-Relieved Deputy and the reallocation of associated overhead costs.

Bid/Proposal Amount	MTA Estimate	Recommended/Negotiated Amount
\$49,911,481*	\$	\$49,911,481*

* excludes capital expenses for FY05 of \$1,239,945

**BOARD REPORT ATTACHMENT A-2
LIST OF SUBCONTRACTORS**

**MOU NUMBER TCP2610LASD WITH LOS ANGELES COUNTY SHERIFF'S
DEPARTMENT FOR TRANSIT COMMUNITY POLICING SERVICES**

PRIME CONTRACTOR –

Small Business Commitment

Other Subcontractors

N/A

N/A

Total Commitment 0%

Proposed FY05 Service Units (FY04-05 Rates)	Unit		Annual Cost	Revised Proposed FY05 Service (FY04-05 Rates)		Unit Cost	Annual Cost	Differences (Original v. Revised) (FY04-05 Rates)		Unit Cost	Annual Cost
	Number	Cost		Number	Cost			Number	Cost		
56 Hour Two Deputy Units	52	469,861	24,432,772	56 Hour Two Deputy Unit	52	469,571	24,417,674	56 Hour Two Deputy Unit	0	-290	-15,098
56 Hour One Deputy Units	39	234,930	9,162,270	56 Hour One Deputy Unit	39	234,785	9,156,628	56 Hour One Deputy Unit	0	-145	-5,642
Non-Relieved Deputy Unit	13	152,552	1,983,176	Non-Relieved Deputy Unit	14	152,458	2,134,412	Non-Relieved Deputy Unit	1	-94	151,236
MET Deputy	2	161,783	323,566	MET Deputy	2	161,689	323,377	MET Deputy	0	-94	-189
Team Leaders	10	161,783	1,617,830	Team Leaders	10	161,689	1,616,887	Team Leaders	0	-94	-943
Team Leader - Motor				Team Leader - Motor				Team Leader - Motor			
Officer	1	168,653	168,653	Officer	1	168,558	168,558	Officer	0	-95	-95
Canine Deputy	2	161,783	323,566	Canine Deputy	2	161,689	323,377	Canine Deputy	0	-94	-189
Motor Units	20	158,918	3,178,360	Motor Units	20	158,824	3,176,480	Motor Units	0	-94	-1,880
Security Assistant	110	71,642	7,880,620	Security Assistant	110	71,548	7,870,232	Security Assistant	0	-94	-10,388
			\$49,070,813				\$ 49,187,626				\$ 116,813
Special Overtime Fund		600,000		Special Overtime Fund		600,000		Special Overtime Fund		0	0
Workers' Compensation	10.916%	65,496		Workers' Compensation	10.916%	65,496		Workers' Compensation	10.916%	0	0
Canine Support		13,004		Canine Support		13,004		Canine Support		0	0
Subtotal		678,500		Subtotal		678,500		Subtotal		0	0
Liability Insurance	3.000%	20,355		Liability Insurance	3.000%	20,355		Liability Insurance	3.000%	0	0
Training Fund		25,000		Training Fund		25,000		Training Fund		0	0
Total Supplemental Cost			723,855	Total Supplemental Cost			723,855	Total Supplemental Cost		0	0
Total Contract Cost			\$49,794,668	Total Contract Cost			\$ 49,911,481	Total Contract Cost			\$ 116,813
Underutilization of Original Contract Value			(739,718)	Underutilization of Original Contract Value			(739,718)	Adjusted Contract Cost			-
Adjusted Contract Cost			\$49,054,950	Adjusted Contract Cost			\$ 49,171,763	Adjusted Contract Cost			\$ 116,813
Start-Up Costs (1)			1,239,945	Start-Up Costs (1)			1,239,945	Start-Up Costs (1)			0
Second Year Total Costs			\$50,294,895	Second Year Total Costs			\$ 50,411,708	Second Year Total Costs			\$ 116,813
(1) Start-Up costs to be paid in three annual payments.				(1) Start-Up costs to be paid in three annual payments.				(1) Start-Up costs to be paid in three annual payments.			