

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM SUMMARY

Meeting Date: June 14, 2022

[X] Consent [] Regular
[] Ordinance [] Public Hearing

Department: Department of Public Safety
Submitted By: Department of Public Safety
Submitted For: Division of Justice Services

I. EXECUTIVE BRIEF

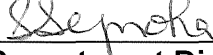

Motion and Title: Staff recommends motion to receive and file: First Amendment to interlocal agreement for Adult Reentry Services with City of Riviera Beach (RB) (R2021-0936) for the period of July 1, 2021, through June 30, 2022.

Summary: Palm Beach County's Regional and State Transitional Offender Reentry (RESTORE) Initiative is funded by local, state, and federal sources. The Department of Public Safety Division of Justice Services solicits community providers through a competitive procurement process to provide adult reentry services such as pre-release/post-release case management and client support services. The Lords Place, Inc. (TLP), the RB Reentry Center, and Gulfstream Goodwill Industries, Inc. (GGI) were selected as the providers for 2019-2022. The State of Florida FY21-FY22 General Appropriations Act provided \$500,000 (CSFA# 70.011) in non-recurring general revenue funds to the Palm Beach County Board of County Commissioners (BCC) for adult reentry services. The original purchase order (PO) was submitted as a receive and file at the October 5, 2021 BCC meeting. A first amendment to the PO updated case management unit costs for the three providers. Therefore, the first amendment for RB updates the case management unit costs reflected in the first amendment PO. Case management unit rates for RB will increase from \$13.15 to \$13.48 per 15 minutes of service delivery. The unit cost rate change was made in order to reflect the new unit rate effective October 1, 2021. The Florida Department of Corrections agreed to make changes at the start of the FY22 adult reentry contract period of October 1, 2021. The first amendments for TLP and GGI contracts were submitted as a receive and file at the March 8, 2022 BCC meeting. The first amendment for RB has been submitted separately due to RB's municipal amendment approval process. On July 13, 2021 the Board of County Commissioners authorized the County Administrator or designee to execute amendments and administrative documents associated with interlocal agreement R2021-0936 on behalf of the Board of County Commissioners after approval of legal sufficiency by the County Attorney's Office and within budgeted allocations. This interlocal agreement amendment is retroactive to October 1, 2021. **Countywide** (SF)

Background and Justification: Once the General Appropriations Act was signed by Governor Desantis, the FDC issued Palm Beach County a PO for contractual services supporting the RESTORE initiative. The FDC utilizes POs in lieu of contracts. The PO was submitted through the MyFloridaMarketPlace (MFMP) system. The PO did not require a signature from the Department nor Palm Beach County. The PO completed the internal review process via the MFMP system and was submitted to Palm Beach County electronically. It became effective on July 1, 2021. This will be the sixth year the County has received funding from the FDC for reentry services.

Attachments:

- 1) First Amendment to Interlocal Agreement for Adult Reentry – RB
- 2) FY21-FY22 Amended FDC Purchase Order (B96980)

Recommended By:  5/2/22
Department Director Date
Approved By:  5/20/2022
Assistant County Administrator Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact

Fiscal Years	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>
Capital Expenditures	_____	_____	_____	_____	_____
Operating Costs	-	_____	_____	_____	_____
Grants and Aids	_____	_____	_____	_____	_____
Capital Expenditures	_____	_____	_____	_____	_____
External Revenues	_____	_____	_____	_____	_____
Program Income (County)	_____	_____	_____	_____	_____
In-Kind Match (County)	_____	_____	_____	_____	_____
Net Fiscal Impact	*	0	0	0	0

ADDITIONAL FTE POSITIONS (Cumulative) 0 0 0 0 0

Is Item Included In Current Budget? Yes X No _____
 Does this item include the use of federal funds? Yes _____ No X

Budget Account Exp No: Fund 1436 Dept. 662 Unit 5699 Obj. 8101
 Rev No: Fund 1436 Dept. 662 Unit 5699 Rev. 3429

B. Recommended Sources of Funds/Summary of Fiscal Impact:

Grant: Florida Department of Corrections \$500,000
 Fund: Justice Services Grant Fund
 Unit: 5699 – Adult Reentry

*No additional fiscal impact, only an increase to the unit cost based on calculations for FY22.

Departmental Fiscal Review: *[Signature]* 4/27/22

III. REVIEW COMMENTS

A. OFMB Fiscal and/or Contract Dev. and Control Comments:

[Signature] 5/4/22
 LM513 OFMB 53025

[Signature] 5/16/22
 Contract Administration
 5-16-22 TD

B. Legal Sufficiency:

[Signature] 5/17/22
 for Assistant County Attorney *[Signature]*

C. Other Department Review:

 Department Director

This summary is not to be used as a basis for payment.

**FIRST AMENDMENT TO INTERLOCAL AGREEMENT FOR
ADULT REENTRY SERVICES
CITY OF RIVEIRA BEACH**

THIS FIRST AMENDMENT TO INTERLOCAL AGREEMENT FOR ADULT REENTRY SERVICES CITY OF RIVERA BEACH (hereinafter “First Amendment”) is made as of this 14th day of June, 2022, by and between Palm Beach County, a political subdivision of the State of Florida, hereinafter referred to as the “County” and City of Riviera Beach a municipality located in the County authorized to do business in the State of Florida, herein referred to as the “CONSULTANT”, whose Federal I.D. is 59-6000417.

WITNESSETH:

WHEREAS, the parties, entered into that certain Interlocal Agreement on July 13, 2021 (R2021-0936) (“Agreement”) for an amount not to exceed \$114,238; and

WHEREAS, the project budget is being amended to change the Case Management Unit Cost from \$13.15 per each 15 minutes of service delivery to \$13.48 per each 15 minutes of service delivery.

NOW THEREFORE, the parties hereby agree as follows:

1. The above-cited WHEREAS clauses are incorporated herein by reference.
2. This First Amendment is effective retroactively as of October 1, 2021.
3. “Exhibit B-1” which is attached hereto and incorporated herein shall hereby replace and supersede all previous references to “Exhibit B” in the Agreement, as amended.
4. In all other respects except as specifically modified herein, the original Agreement shall remain in force and effect.

Remainder of the page intentionally left blank.

IN WITNESS WHEREOF, Palm Beach County, Florida, through its authorized representative, has made and executed this First Amendment on behalf of the County, and City of Riviera Beach has hereunto executed same.

**PALM BEACH COUNTY, FLORIDA
BOARD OF COUNTY COMMISSIONERS**

CITY OF RIVIERA BEACH

By: Verdenia Baker
Verdenia Baker,
County Administrator

By: Ronnie L Felder
Ronnie Felder,
Mayor

**APPROVED AS TO FORM
LEGAL SUFFICIENCY**

WITNESS:

By: Jean-Adel Williams
Assistant County Attorney

Minnika Veasy
Sign
Minnika Veasy
Printed Name

**APPROVED AS TO TERMS AND
CONDITIONS**

By: S Sepioka
Department Director

[Signature]
REVIEWED FOR LEGAL SUFFICIENCY
CITY ATTORNEY
CITY OF RIVIERA BEACH
DATE: 1/26/2022

Schedule of Payments

The Subrecipient will prepare and submit monthly invoices to the Palm Beach County Public Safety Department by the 22nd day of each month. Invoices must include the Acknowledgement of Services Forms for Client Support Services. Invoices will be reviewed and approved by the County's representative to verify that services have been rendered in conformity with the contract. Approved invoices will then be sent to the Finance Department for payment.

Budget Worksheet

A. PERSONNEL- Salaries and Benefits	
SUB-TOTAL PERSONNEL	
B. OPERATIONAL EXPENSES- Allowable expenses found in Compensation Chart	
Case Management and/or Support Services, Florida Department of Corrections (FDC), CSFA# 70.011*.	\$114,238.00
SUB-TOTAL OPERATIONAL	\$114,238.00
C. CAPITAL EXPENDITURES	
SUB-TOTAL CAPITAL EXPENDITURES	
TOTALS	
A. PERSONNEL	
B. OPERATIONAL EXPENSES	\$114,238.00
C. CAPITAL EXPENSITURES	
TOTAL PROJECT BUDGET	\$114,238.00

*FDC funding is for enrolled reentry participants incarcerated or released from FDC. Timeframe is 7/1/21 to 6/30/22.

COMPENSATION CHART- Services must be delivered in accordance with the chart below

Case Management Services			
Category	Service	Rate	Requirements
Case Management Unit Cost	These services will include the provision of individual case management sessions with all clients at regularly scheduled intervals; develop individual service plans for all clients that identify barriers to successful reentry; document all client contact and progress, including time and date, type of contact, outcome and plan of action; provide or broker services to holistically address clients' needs.	\$13.48 per each 15 minutes of service delivery, may be multiple 15 minute increments billed	Client must be within three (3) years of release or upon intake at Sago Palm Re-Entry Center; Spreadsheet documenting the number of hours worked by each qualified case manager, the service provided and the offender or inmate name and DC number for whom the service was provided.
Client Support Services			
Category	Service	Rate (Maximum thresholds apply to FDC funding ONLY)	Requirements
Post-Release Program Incentives	Incentives for successful performance outcomes relating to education, employment and/or completion of program goals.	\$25.00 per participant per month	Monthly incentives are based on the Case Manager's discretion. (Reimbursable by Ad Valorem Funds ONLY unless directed otherwise)
Post-Release Pro-Social Events/Activities	Events or activities organized by the program administration	\$75.00 maximum per participant per event/activity	Program administration must submit Pre-Approval Authorization Form prior to event and submit sign-in sheet. Maximum amount can be increased with approval by Reentry Program Coordinator. (Reimbursable by Ad Valorem Funds ONLY unless directed otherwise)
Post-Release Transportation	Daily Bus (up to \$5 per day), Monthly Bus (up to \$55 per month), Tri-Rail Passes (up to \$100 per month), and/or bicycle and bicycle equipment (up to \$300 as a one-time cost)	\$55.00 maximum per participant per month for bus passes, \$100.00 maximum per participant per month for Tri-Rail passes, \$300 maximum per participant for bicycle and bicycle equipment	Palm Tran Connection Receipt of bus pass or Tri-Rail pass, proof of payment for bus pass, and Agency Bus Pass Distribution Log showing issued date, participant name, DC number, and signature, bus pass type and cost, bus pass serial number, and case manager signature. For bicycle and bicycle equipment, receipt for product along with program client acknowledgement form. (Cannot be reimbursed by FDLE funds)
Post-Release Employment Assistance	Job related supplies for Department participants (e.g., work boots, clothes, safety glasses, vests and tools)	\$300.00 maximum per participant	Receipt for product along with program client acknowledgement form (Cannot be reimbursed by FDLE funds)
Transitional Job (TJ)	Hands on employment training through a designated TJ coupled with CBI	\$550 maximum per participant per week	Receipt of stipend along with client acknowledgement form and client "time" sheet (Cannot be reimbursed by FDLE funds)
Cognitive Behavioral Intervention	CBI classes (MRT or CBI-EMP)	\$25 per participant per class	Receipt for stipend along with client acknowledgement form (Cannot be reimbursed by FDLE funds)
Post-Release Medical Financial Assistance	Medication or medical assistance	\$500.00 maximum per participant	Receipt from medical facility and/or receipt for medication along with client acknowledgement form.
Pre- or Post-Release Financial Identification Assistance	Birth certificate, driver license, Florida identification card, driver improvement classes (for reinstatement and maintenance of license).	\$250.00 maximum per participant	Receipt from identification provider along with client acknowledgement form
Post-Release Basic Needs	Water, clothing, tents, small household appliances, bedding, towels, linens, utensils, dishes, pots, pans, toiletries, etc.	\$300.00 maximum per participant	Client acknowledgement form and purchase receipt. (Cannot be reimbursed by FDLE funds)
Post-Release Basic Technology Needs and Financial Assistance	Technology items (purchase of phone/tablet), and paying for minutes or phone bill	\$500.00 maximum per participant	Client acknowledgement form and purchase receipt. (Cannot be reimbursed by FDLE funds)
Post-Release Education Preparation Class	Academic Instruction to Improve Basic Literacy (GED instruction)	\$128.00 full battery of GED tests; \$32.00 each GED section/content area; \$12.00 retest per GED section/content area; \$30.00 tuition fee GED Prep	\$195.00 maximum per participant. Client acknowledgement form
Post-Release Substance Abuse Assessments	Assessment used to address severity of problems	\$100.00 maximum per assessment	Receipt from provider along with client acknowledgement form
Post-Release Substance Abuse Education	Educational classes designed to address misuse of drugs and alcohol	\$300.00 maximum per participant	Receipt from provider along with client acknowledgement form
Post-Release Mental Health Assessment	Mental health assessment	\$300.00 maximum per assessment	Receipt from provider along with client acknowledgement form
Post-Release Mental Health Treatment (Individual or Group Sessions)	Mental Health Treatment (Individual or Group counseling)	\$1,000.00 maximum per participant	Receipt from provider along with client acknowledgement form
Post-Release Transitional Housing	Direct service or referral based	\$6,510.00 maximum per participant	Provided at a cost of \$35.00 per day, maximum of \$6,510.00 per participant; need for housing must be in transition plan
Pre- or Post-Release Vocational Training	Vocational job training	\$2,000.00 maximum per participant	Receipt for course registration and client acknowledgement form



Changed Requisition No. PR11798186-V3

Issued on Wed, 29 Sep, 2021
 Created on Wed, 29 Sep, 2021 by Petithomme, Roosevelt on behalf of Colebrook-Laguerre, Roshanda

Supplier:
 Palm Beach County Board of County Commissioners
 301 North Olive Ave, Suite 1001
 West Palm Beach, FL 33401
 United States
 Phone: 1561-355-1723
 Fax: 1
 Contact: Nicole Bishop

Ship To:
 Broward Central Probation & Parole Circuit 17-A
 Circuit 17-A
 2928 North State Road 7
 Lauderdale Lakes, FL 33313
 United States

Deliver To:
 Roshanda Colebrook-Laguerre (Ph: 954-375-9446)

Bill To:
 Florida Department of Corrections
 Accounts Payable
 P. O. Box 13600
 Centerville Station
 Tallahassee, FL 32317-3600
 United States

Entity Description: Florida Department of Corrections
 Organization Code: 70068715406
 Object Code: 000000-256000
 Expansion Option: P1
 Exemption Status: Yes
 Exemption Reason?: 3E

Fiscal Year Indicator: 2022
 PO End Date: Thu, 30 Jun, 2022
 PO Start Date: Thu, 1 Jul, 2021

Item	Action	Description	Part Number	Unit	Qty	Need By	Unit Price	Extended Amount
1	Modified	The purpose of this change order (V3) is to ...		each	500,000	None	\$1.00000 USD	\$500,000.00000 USD

The purpose of this change order (V3) is to update language in Section III., Compensation (A)Payment, which changes the Case Management Unit Cost for the Lord's Place to \$12.99, changes City of Rivera Beach to \$13.48, and changes Gulfstream to \$12.66.

The purpose of this change order (V2) is to update language in Section II., Scope of Service (A)General Service Description/Purpose (The target population for this Program will be active inmates and recently released inmates from a Florida Department of Corrections (Department) institution/facility convicted in and/or returning to Palm Beach County, Florida, Section II., (G) Service Location and Times (adds 2708 N. Australian Avenue, Suite #1 West Palm Beach, FL 33407, and Section II., (K) General Reporting Requirements (The Program Invoice and Monthly Performance Report shall be submitted to the Department's Contract Manager, or designee, no later than the 45 days following the month that services were rendered, unless prior written approval for extenuating circumstances has been received by the Contractor from the Department's Contract Manager, or designee).

The Contractor, the Palm Beach Board of County Commissioners shall partner with Sago Palm Re-Entry Center, The Lord's Place, Gulfstream Goodwill Industries, and the Riviera Beach Justice Service Center to implement the Regional and State Transitional Offender Reentry (RESTORE) Initiative of Palm Beach County, a program targeting 300 medium to high-risk inmates and offenders living and/or returning to Palm Beach County to provide services which support successful reintegration back into the community. Services shall be provided in accordance with the attached scope of work. The FY 2021-2022 General Appropriations Act, Specific Appropriations 721, provides \$500,000.00 in non-recurring general revenue funds for the Regional and State Transitional Offender Re-Entry (RESTORE) Initiative of Palm Beach County.

Order:
 Order No.: B96980
 PunchOut:
 Ship To Code: A09csbnp.q
 MyGreenFlorida Content: N
 Recycled Content?: N
 Purchase Order Type:
 Shipping Method: Best Way
 FOB Code: PCB
 FOB Code Description: Freight charges are paid by seller and added to invoice. Buyer ultimately bears the cost of the freight.
 Terms and Conditions: http://dms.myflorida.com/mfmp_PO_TC
 P Card Order?: No

Total \$500,000.00000 USD

Changes

Colebrook-Laguerre, Roshanda, Wed, 29 Sep, 2021

- Requisition Attachments 8 changed from (no value) to [ariba.approvable.core.AttachmentWrapper [Baseld 120673924994 1jfq50g2.d6]]
- Requisition Attachments 9 changed from (no value) to [ariba.approvable.core.AttachmentWrapper [Baseld 120674669680 1jfqz1s.d6]]
- Requisition ERPStatus changed from SUCCESS to Not Pushed
- Line Item 1, Description, Full Description changed from The purpose of this change order (V2) is to update language in Section II., Scope of Service (A)General Service Description/Purpose (The target population for this Program will be active inmates and recently released inmates from a Florida Department of C to The purpose of this change order (V3) is to update language in Section III., Compensation (A)Payment, which changes the Case Management Unit Cost for the Lord's Place to \$12.99, changes City of Rivera Beach to \$13.48, and changes Gulfstream to \$12.66.
- Requisition AllLineItemsInFLAIR changed from Yes to No
- Requisition TimeCreated changed from Wed, 4 Aug, 2021 to Wed, 29 Sep, 2021
- Requisition TimeUpdated changed from Wed, 29 Sep, 2021 to Wed, 29 Sep, 2021

Moran, Janet, Thu, 5 Aug, 2021

- Requisition Delay Purchase Until changed from Wed, 4 Aug, 2021 to (no value)

Colebrook-Laguerre, Roshanda, Wed, 4 Aug, 2021

- Requisition Attachments 7 changed from (no value) to [ariba.approvable.core.AttachmentWrapper [Baseld 119601237826 1ixzh1qa.d6]]
- Requisition ERPStatus changed from SUCCESS to Not Pushed
- Line Item 1, Description, Full Description changed from The Contractor, the Palm Beach Board of County Commissioners shall partner with Sago Palm Re-Entry Center, The Lord's Place, Gulfstream Goodwill Industries, and the Riviera Beach Justice Service Center to implement the Regional and State Transitional Offe to The purpose of this change order (V2) is to update language in Section II., Scope of Service (A)General Service Description/Purpose (The target population for this Program will be active inmates and recently released inmates from a Florida Department of C
- Requisition AllLineItemsInFLAIR changed from Yes to No
- Requisition TimeCreated changed from Wed, 16 Jun, 2021 to Wed, 4 Aug, 2021
- Requisition TimeUpdated changed from Wed, 4 Aug, 2021 to Wed, 4 Aug, 2021
- Requisition Delay Purchase Until changed from Thu, 1 Jul, 2021 to Wed, 4 Aug, 2021

Crawford, Neva, Thu, 24 Jun, 2021

- Requisition Attachments 6 changed from (no value) to [ariba.approvable.core.AttachmentWrapper [Baseld 118778462523 1ikdmo8r.d6]]

Status: Ordered

Approvals					
Required	Status	Reason	Approver	Approved By	Date
Required	Approved	The Requester Must Approve	Colebrook-Laguerre, Roshanda	Colebrook-Laguerre, Roshanda	Wed, 29 Sep, 2021
Required	Approved	7004: Purchasing Agent must approve AdHoc and eQuote Requisitions.	7004: Purchasing Agent	Crawford, Neva	Wed, 29 Sep, 2021
Required	Approved		Newman, Sharita-1	Newman, Sharita-1	Wed, 29 Sep, 2021
Required	Approved	System Supervisor approval is required for requisition	Petithomme, Roosevelt	Petithomme, Roosevelt	Thu, 30 Sep, 2021
Required	Approved	Supervisor approval is required for requisition	Gaskins, Angela	Fielder, Steven	Fri, 01 Oct, 2021
Required	Approved	Supervisor approval is required for requisition	Fielder, Steven	Fielder, Steven	Fri, 01 Oct, 2021
Required	Approved	Must approve based on commodity	7000: Legal Approver	Anthony Coniglio	Wed, 29 Sep, 2021
Required	Approved	7004: Budget Approver must approve.	7004: Budget Approver	Holcomb, Greg	Mon, 04 Oct, 2021
Required	Approved	7004: Purchasing Office must approve.	7004: Purchasing Office	Crawford, Neva2	Mon, 04 Oct, 2021
Required	Approved		(Multiple)	Brenda Dorminey	Thu, 30 Sep, 2021
Required	Approved		Crawford, Neva	Crawford, Neva	Wed, 29 Sep, 2021
Required	Approved	FLAIR Integration	FLAIRIntegration	FLAIRIntegration	Mon, 04 Oct, 2021

Requisition Comments

- COMMENT by Crawford, Neva on 06/24/2021
Email is the Department's preferred method for invoice submission. Please email invoices to APIInvoices-FDC@fdc.myflorida.com.

The purchase order number must appear on all correspondence, shipments and invoices.

If you are unable to email your invoice, it should be sent to the Bill-To address associated with this PO.

Attached are the Department of Corrections Terms & Conditions that are hereby incorporated in this Purchase Order. (Crawford, Neva, Thu, 24 Jun, 2021)

- Gaskins, Angela, 06/28/2021:
Approved. Reviewed Scope and Proviso allocation. (Gaskins, Angela, Mon, 28 Jun, 2021)
- COMMENT by FLAIRIntegration on 06/28/2021
Requisition in 'HOLDUNTIL' status until Thu Jul 01 00:00:00 GMT 2021 (FLAIRIntegration, Mon, 28 Jun, 2021)
- Newman, Sharita-1, 08/05/2021:
Approved (Newman, Sharita-1, Thu, 05 Aug, 2021)
- Gaskins, Angela, 08/09/2021:
Approved. Verified changes within the scope V2 attachment. (Gaskins, Angela, Mon, 09 Aug, 2021)
- Brenda Dorminey, 09/30/2021:
reviewed and approve (Brenda Dorminey, Thu, 30 Sep, 2021)
- Petithomme, Roosevelt, 09/30/2021:
The request for this change can be found in the attachment labeled FW FY22 FDC Purchase Order RESTORE.msg (Petithomme, Roosevelt, Thu, 30 Sep, 2021)

Requisition Attachments

- ATTACHMENT by Petithomme, Roosevelt on Wednesday, June 16, 2021 at 1:37 PM
FY 20-21 Restore Invoice Template Attachment II.xlsx (52768 bytes)
- ATTACHMENT by Petithomme, Roosevelt on Wednesday, June 16, 2021 at 1:37 PM
Attachment+III+-+Contractor+Self+Certification.docx (60311 bytes)
- ATTACHMENT by Petithomme, Roosevelt on Wednesday, June 16, 2021 at 1:37 PM
Attachment+IV+-+BUSINESS+ASSOCIATE+AGREEMENT+-+RESTORE.docx (27341 bytes)
- ATTACHMENT by Petithomme, Roosevelt on Wednesday, June 16, 2021 at 1:42 PM
PROVISO APPROPRIATION BILL.pdf (1098930 bytes)
- ATTACHMENT by Petithomme, Roosevelt on Wednesday, June 23, 2021 at 10:37 AM
Attachment I Scope of Work RESTORE V1 062321.docx (122731 bytes)
- ATTACHMENT by Crawford, Neva on Thursday, June 24, 2021 at 2:04 PM
FINAL+2019+FDC+PO+Terms+and+Conditions+072319.pdf (195523 bytes)
- ATTACHMENT by Colebrook-Laguerre, Roshanda on Monday, August 9, 2021 at 8:56 AM
Attachment+I+Scope+of+Work+RESTORE+V2+20210809.pdf (553718 bytes)
- ATTACHMENT by Colebrook-Laguerre, Roshanda on Wednesday, September 29, 2021 at 9:34 AM
Attachment+I+Scope+of+Work+RESTORE+V3+20210929.pdf (551449 bytes)
- ATTACHMENT by Colebrook-Laguerre, Roshanda on Wednesday, September 29, 2021 at 9:48 AM
FW FY22 FDC Purchase Order RESTORE.msg (269312 bytes)