



Agenda Action Form Overview

The Board is requested to approve the service contract with Durham Literacy Center (DLC) to provide literacy services for individuals housed inside the Durham County Detention Facility. The Durham Literacy Center contract amount for FY2018-19 is \$100,725.63. These services include the instruction of High School Equivalency Classes and Job/Life Skills classes to detained individuals at the Durham County Detention Facility. The DLC will work in close partnership with the Durham County Sheriff's Office to effectively implement and manage the program. All classes are voluntary and will be open to detainees of any age who meet the approval of the Durham County Detention Facility staff. All classes will be taught and coordinated by qualified DLC staff members who have the necessary education, credentials and experience to perform their work effectively. Services will be implemented by one full time coordinator/lead instructor and one full time High School Equivalency instructor.

Background/Justification

The request is for a contract continuation for funding for the operations of the Durham Literacy Center. DLC's GED and Life Skills Program has been a vital service provided to detainees housed inside the detention facility and proven to increased opportunities for those in re-entry. The requirements to participate in these services has been amended and now are open to any detainee that wishes to attend the instruction, however 16-24 year old detainees will be the focus. Some students who expressed interest in High School Equivalency are required to have at least a 5th grade reading level. To that end, enrollment has almost doubled and the need for one on one training and availability to monitor and assess needs has increased.

Policy Impact

This contract continues critical educational services needed to assist detention center detainees in successful entry into the Durham community.

Procurement Background

Type of purchase

- ☐ Goods
- ☒ Services
- ☐ Construction Work

Did this request for purchase go through a bid process? Yes ☐ No ☒

Goods: Bids required if \geq \$30,000, BOCC approval if \geq \$90,000

Services: Bids required if \geq \$30,000, BOCC approval if $>$ \$40,000

Construction/Repair work: Bids required if \geq \$30,000, BOCC approval if \geq \$500,000

If yes, attach a copy of bid tab and the minority and women business enterprise (MWBE) compliance review form provided by the Purchasing Division.

If no, why?

- ☒ Sole source exemption



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Agenda Action Form Supplemental Document – Contract Approval

- ☐ Cooperative purchasing program exemption
- ☐ State and federal contract exemption
- ☐ Contract is an amendment to an existing contract
- ☐ Other (please explain)

This is a sole source contract due to these services only being provided by the Durham Literacy Center, a non-profit organization with a community services mission.

If exempted from bidding, has this request been reviewed and approved by the Purchasing Division in the agenda Legistar system? Yes ☒ No ☐

If no, why?

Fiscal Impact

This has been budgeted in contracted services within the Inmate Welfare Costs Center.

Recommendation

The County Manager recommends that the Board approve the service contract with Durham Literacy Center (DLC) to provide literacy services for individuals housed inside the Durham County Detention Facility in the amount of \$100,725.63 and authorize the Manager to execute the contract.