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MEMORANDUM

To: Mayor and City Council
From: Norlaundra Huntington, Court Clerk
Date: June 1, 2020
Subject: **RFQ 20-03 for Municipal Court Probation Services**

DESCRIPTION

Award of municipal court probation services contract.

BACKGROUND

The City of Dunwoody contracts with CSRA Probation Services, Inc. for municipal court probation services; that contract expires on December 31, 2020. On February 10, 2020, CSRA Probation Services, Inc. provided the City with a letter requesting to be released from their contract to provide probation services for the Dunwoody Municipal Court.

Steve Queen, Director of Business Development for CSRA Probation submitted the request, explaining that Dunwoody has been an underperforming office for them and that they have struggled with staff retention in the Dunwoody office. Mr. Queen said another consideration for their decision is the cost of doing business in the area. CSRA will work with the court and the City to transition their probation services program to a new provider. The probation fee that CSRA charges defendants is \$49 per month for the term of probation.

I met with Purchasing Manager John Gates and City Clerk Sharon Lowery to determine next steps. Mr. Gates released RFQ 20-03 for municipal court probation services on February 20, 2020, with a due date of March 20, 2020 at 2:00 p.m. Due to the coronavirus pandemic, the RFQ process was extended to May 21, 2020 to allow respondents time to submit their proposals.

RECOMMENDATION

Only one bid was received in response to RFQ 20-03 and that was from Professional Probation Services. Probation is an offender-paid service so there is no direct financial impact to the City. Staff recommends that the contract be awarded to Professional Probation Services. Staff will coordinate with the current service provider and the proposed new service provider to provide a seamless transition for existing probationers.