

**EL DORADO COUNTY PROBATION DEPARTMENT  
M E M O R A N D U M**

**TO:** Board of Supervisors

**CC:** Tiffany Schmid, Interim Chief Administrative Officer  
Alison Winter, Principal Management Analyst

**FROM:** Nikki Moeszinger, Chief Fiscal Officer  
Brian J. Richart, Chief Probation Officer

**DATE:** July 21, 2023

**RE:** Retroactive Agreement for Services #7841, Justice Benefits, Inc.– Legistar Item 23-0716; August 15, 2023


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The purpose of this memorandum is to provide a timeline with justification as to the retroactive nature of Agreement for Services #7841 (Agreement) with Justice Benefits Inc, (JBI).

Probation has been utilizing JBI for Title IV-E administrative claims assistance since August 14, 2017.

Contract #5758 with JBI expires on August 13, 2023. Probation initiated an RFP process with Procurement & Contracts on February 23, 2023. Subsequently, RFP 23-946-054 for Federal Title IV-E Assistance and Administrative Claims was posted, and closed on May 5, 2023. JBI was the sole responder, and an award letter was posted on May 26, 2023. Probation then began the contract process with JBI. The contract process was moved along as efficiently as possible, with a Board of Supervisors date scheduled as soon as practicable.

Thank you for your consideration.

  
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Brian J. Richart, Chief Probation Officer