



El Dorado County Probation Department

Safe Communities Through Changed Lives

Kaci Smith

Interim Chief Probation Officer

Memorandum

TO: Board of Supervisors

CC: Sue Hennike, Interim Chief Administrative Officer
Alison Winter, Principal Management Analyst

FROM: Nikki Moeszinger, Chief Fiscal Officer
Kaci Smith, Interim Chief Probation Officer

DATE: October 22, 2025

RE: Agreement #9496, Redwood Toxicology Laboratory, Inc. – Legistar Item 25-0271;
November 18, 2025

Redwood Toxicology Laboratory, Inc. (Redwood) has been providing drug and alcohol testing services to the Probation Department (Probation) since 2006. Drug testing is provided at Probation locations for Probation clients, as well as clients ordered by the Superior Court to submit to drug and alcohol testing by the Probation Department. The Courts have no means to provide drug testing services.

Individuals placed on probation must abstain from using illegal drugs and many cannot consume alcohol, based upon the conditions of their probation.

Redwood provides services that encompass all drug and alcohol testing, designation of specimens, communication of test results, presumptive testing (test cups with panels on them), and integration with Probation systems.

Agreement #6292 with Redwood expired on May 16, 2025. Key dates and our justification for the retroactive status of the agreement are due to the following activities over the development of the contract for Agreement #9496:

- 10/04/24 Non-Competitive Purchase Request Justification approved by Procurement & Contracts
- 01/21/25 Draft agreement approved by Probation Contract Administrator DCPO Craven
- 01/21/25 Draft sent to Redwood
- 03/11/25 Redwood returned redlined draft to Probation
- 04/2/25 EDC County Counsel requested updates to the draft
- 04/07/25 Probation contacted Redwood to make suggested updates, most importantly to the insurance and indemnity articles
- 05/08/25 – 10/09/25 Numerous communications between Redwood, Probation, County Counsel, and Risk Management to reach a compromise on mutually acceptable language for indemnity and insurance articles in proposed agreement
- 10/09/25 – Redwood asked for more updates
- 10/09/25 – Risk Management accepted updates
- 10/09/25 – County Counsel accepted updates

- 10/10/25 – Contacted Redwood for their signature on agreement
- 10/22/25 – Received partially executed agreement from vendor

Due to the nature of the services Redwood provides for Probation and therefore the Superior Court, the renewal of this contract is critical for ensuring operational continuity for justice involved individuals to remain compliant with the terms of their probation. This retroactive item was processed to be brought before the Board as soon as practicable.

Thank you for your consideration.


Nikki Moeszinger (Oct 22, 2025 11:36:58 PDT)
Nikki Moeszinger, Chief Fiscal Officer

Retro Memo 10-22-25

Final Audit Report

2025-10-22

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