



# Reimbursement for Supervised Release File (SRF) System Enhancements

## 1. Provide agency information

Agency Name	El Dorado County Probation Department		
Address	3974 Durock Road, Ste. 205, Shingle Springs, CA 95682		
Agency Contact Person	Andrew Craven		
Title	Deputy Chief Probation Officer		
Phone Number	530-621-6058	Section	
Email Address	andrew.craven@edcgov.us		

2. Contingent upon federal approval of these funds, the California Department of Justice (CA DOJ) will reimburse a limited number of agencies for improvements to the SRF. Local supervising agencies will be reimbursed to adopt an industry standard, electronic format for the submission of data of an individual on probation, mandatory supervision, post release community supervision, and all other types of supervised release. Jurisdictions may also be reimbursed if modifications are needed to their case management system to add additional supervision types. Refer to Attachment A for technical specifications.

In the spaces provided below, describe your jurisdiction's proposed system enhancements and attach an itemized quote. If additional space is needed, attach a separate Word document.

**IMPORTANT: Charges for maintenance, support, warranties, service contracts, travel, or administrative fees must be agency funded and cannot be requested for reimbursement under these grants.**

The El Dorado County Probation Department (EDCPD) utilizes AutoMon Caseload Explorer (CE) to transmit SRF records.

A work order has been requested from AutoMon to complete the required format change by February 20, 2021, and will include the migration of SRF to DOJ's new SRN file format process to support the AB2606 (Section 14216 of the Penal Code) file types.

The SRQ process will also allow the EDCPD to submit approved file types to NCIC. The following case types will be included in the record type submission to SRQ.

- Formal maps to PRO record type
- PRCS maps to PRC record type
- 1170(h) maps to PRO record type

These changes will be performed by AutoMon (Scottsdale, Arizona). The estimated work hours is forty (40) at a rate of \$214.64 per hour or a total of \$8,585.60.



# Reimbursement for Supervised Release File (SRF) System Enhancements

[Empty rectangular box for terms and conditions]

3. Review the terms and conditions provided below. Initial each item, and then sign and date at the bottom indicating your agency's agreement with these terms and conditions.

- a) Agencies must initially fund preapproved costs. Agencies will be reimbursed for these specific expenses after invoicing. AC (Initial Here)
- b) Purchases made through this agreement, must be expended, invoiced, and reported to the CA DOJ pursuant to the Memorandum of Understanding. AC (Initial Here)
- c) Agencies must use this funding for new expenses only to avoid supplanting. Agencies are not allowed to redirect funding that was previously allocated in an approved budget. AC (Initial Here)
- d) Agencies will be required to comply with all reporting and auditing requirements regarding the use of the funding. This information will be outlined in the Memorandum of Understanding. AC (Initial Here)

I have read and agree to the terms and conditions provided above on behalf of my agency.

Printed Name ANDREW CRAVEN, DEPUTY CHIEF

Date 1/21/2021

Signature [Handwritten Signature]

## Professional Services Work Order

<b>Work Order No.:</b>	EDCPD01192021
<b>Prepared for:</b>	El Dorado County Probation Department
<b>Project:</b>	SRF Format Changes
<b>Work Order Valid Until:</b>	2/20/2021
<b>Customer Contact:</b>	Paul Lewis, (530) 621-5969, paul.lewis@edcgov.us
<b>TeamSupport Ticket #:</b>	28378

### Description of Services:

Project/Service	Quantity/Hours	Unit/Hourly Rate	Extended Amount
Development, Quality Assurance & Project Management	40	\$214.64	<b>\$8,585.60</b>
<b>Work Order Total:</b>			<b>\$8,585.60</b>

### Specifications:

Migration of SRF to DOJ's new SRN file format process to support the AB2606 file type. The SRQ process will also allow the agency to submit approved file types to NCIC. The following case types will be included in the record type submission to SRQ.

- Formal maps to PRO record type
- PRCS maps to PRC record type
- 1170(h) maps to PRO record type

**Payment Terms:**

Invoices shall be generated monthly based on work performed. Payment is due Net 30 days from invoice date.

**General Notes:**

- 1) Resource requirements represent good faith estimates based upon information provided to AutoMon as of Work Order date by Customer.
- 2) AutoMon reserves the right to revise Work Order resource estimates if Customer modifies task order, omits tasks or makes changes in original specifications provided by Customer.
- 3) AutoMon reserves the right to cancel the Work Order if not accepted in writing and transmitted to AutoMon by Customer by Work Order Expiration Date listed above.
- 4) The times listed above are estimated based on the information available to AutoMon at the time of the making of this Work Order. The actual time to complete the work may be longer. If AutoMon anticipates any aspect of the work taking longer, AutoMon will advise Customer, and secure agreement to proceed with the overage. Customer agrees to pay AutoMon for any time in excess of this estimate at the same rates as listed above according to the terms of this Work Order and the Software License, Maintenance & Services Agreement. AutoMon will invoice Customer each month for services provided in the prior month. Customer agrees to pay such invoices upon receipt.
- 5) Upon completion of the Project, AutoMon will provide the Final Acceptance Document for Customer Approval which will not be unreasonably withheld.


**On behalf of El Dorado County Probation Department, I have read and accept the above Work Order:**


**El Dorado County Probation Department**

3974 Durock Road Suite 205  
Shingle Springs, CA 95682  
Phone: (530) 621-5969

**AutoMon, LLC**

6621 N. Scottsdale Road  
Scottsdale, AZ 85250  
Phone: (480) 368-8555

By:   
Name (Print): ANDREW CRAVEN  
Title: DEPUTY CHIEF  
PROBATION OFFICER  
Date: 1/21/2021

By:   
Name (Print): Scot Asher  
Title: Vice President, Sales & Marketing  
Date: 1/21/2021