



## PROCUREMENT DEPARTMENT

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**DATE:** July 25, 2024

**TO:** Carla Rossiter-Smith  
Chief Procurement Officer

**FROM:** Cathy Tefft  
Procurement Manager

**SUBJECT:** Recommendation for Award RFP No 24-RFP00756/CT  
Project Name: MISDEMEANOR PROBATION SERVICES

The attached submission received from Professional Probation Services, Inc., for the above referenced solicitation is submitted as recommendation for award.

See attached for technical evaluation and reference checks.

1. Reference checks are satisfactory:  YES  NO  
If no, provide an explanation using the space provided below and/or attached to this form.
2. Recommend award as responsive and responsible bidder  YES  NO  
If no, provide a detailed explanation using the space provided below and/or attached to this form.
3. Request Next Bidder?  YES  NO
4. Provide a statement that addresses the reason(s) for your recommendation or rejection. Include your basis for determining that pricing is fair and reasonable and that the Bidder has the ability and resources to perform in accordance with the bid terms, conditions and scope. Chief Judge Merritt, Jr., for the Fifth Judicial Circuit Court of Hernando County, approves the contract in form and the Professional Services Review Committee reached consensus score and recommend award to Professional Probation Services, Inc. Procurement has checked references.

Provide the funding information: This is a no cost contract as the probationer pays the fees. Fund N/A  
Dept N/A Account N/A

**From:** [Moore, Jeremy](#)  
**To:** [Cathy Tefft](#)  
**Subject:** FW: Chief Judge's Review - Misdemeanor Probation Services - RFP No. 24-RFP00756/CT  
**Date:** Tuesday, July 2, 2024 4:17:34 PM  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[image003.png](#)  
[image004.png](#)  
[Contract for Execution 24-RFP00756CT.pdf](#)

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Cathy,  
Please see below, Judge Merritt Jr. approves.

Thanks!



**JEREMY C MOORE**  
**Court Operations Manager**  
Fifth Judicial Circuit  
*Citrus, Hernando, Lake, Marion, Sumter*  
A 20 N Main Street  
Brooksville, FL 34601  
P 352-540-6210  
E [jmoore@circuit5.org](mailto:jmoore@circuit5.org)

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**From:** Merritt, Daniel Jr <[dbmerritt@circuit5.org](mailto:dbmerritt@circuit5.org)>  
**Sent:** Tuesday, July 2, 2024 4:10 PM  
**To:** Moore, Jeremy <[jmoore@circuit5.org](mailto:jmoore@circuit5.org)>  
**Cc:** Fuller, Jeffery <[jfuller@circuit5.org](mailto:jfuller@circuit5.org)>; Rodgers, Terry <[trodgers@circuit5.org](mailto:trodgers@circuit5.org)>; Wolgamuth, Roy <[rwolgamuth@circuit5.org](mailto:rwolgamuth@circuit5.org)>  
**Subject:** FW: Chief Judge's Review - Misdemeanor Probation Services - RFP No. 24-RFP00756/CT

Our General Counsel has reviewed the above for legal sufficiency indicating it is appropriate. Therefore, I approve. Judge Merritt, Jr.

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**From:** Moore, Jeremy <[jmoore@circuit5.org](mailto:jmoore@circuit5.org)>  
**Sent:** Monday, July 1, 2024 3:44 PM  
**To:** Merritt, Daniel Jr <[dbmerritt@circuit5.org](mailto:dbmerritt@circuit5.org)>; Fuller, Jeffery <[jfuller@circuit5.org](mailto:jfuller@circuit5.org)>; Wolgamuth, Roy <[rwolgamuth@circuit5.org](mailto:rwolgamuth@circuit5.org)>  
**Subject:** FW: Chief Judge's Review - Misdemeanor Probation Services - RFP No. 24-RFP00756/CT

Good afternoon,  
Attached is the county probation contract to review for legal sufficiency. My understanding is that the

current provider was the only response.



**JEREMY C MOORE**  
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**From:** Cathy Tefft <[ctefft@co.hernando.fl.us](mailto:ctefft@co.hernando.fl.us)>

**Sent:** Monday, July 1, 2024 3:39 PM

**To:** Moore, Jeremy <[jmoore@circuit5.org](mailto:jmoore@circuit5.org)>

**Subject:** Chief Judge's Review - Misdemeanor Probation Services - RFP No. 24-RFP00756/CT

**WARNING:** This email originated from **outside of the 5th Judicial Circuit's Email System**. DO NOT click links or open attachments unless you recognize the sender and know the content is safe.

Hello Jeremy, the evaluation committee has made a recommendation to award to the sole proposer: Professional Probation Services, Inc.

As discussed on Friday, attached is that contract for review by the Chief Judge. Please let me if there are q's. Once I receive their approval, I will move forward with posting the Notice of Intent to Award.

Thanks so much!



**Cathy H. Tefft, CPPB, NIGP-CPP**

Procurement Manager

Hernando County

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Email [ctefft@co.hernando.fl.us](mailto:ctefft@co.hernando.fl.us)

[www.HernandoCounty.us](http://www.HernandoCounty.us)

To view active solicitations, go to:

<https://procurement.opengov.com/portal/hernandocounty>

# REFERENCE CHECK QUESTIONNAIRE

RFP #: 24-RFP00756/CT TITLE: Misdemeanor Probation Services

**RESPONDENT:** Professional Probation Services, Inc.

**REFERENCE:** Gloria R. Hayward, Clerk of Circuit Court, Sumter County

7/2-Gloria said she would not be able to provide reference as she doesn't work with this provider. She said I should contact Court Administration as they would be a better choice.

7/2-Called 352-569-6950, Court Admin. For Fifth Judicial Circuit in Sumter County. Spoke with Angie who referred me to the misdemeanor Judge's assistant.

**Phone & Email:** 352-569-6600 sumterclerk@sumterclerk.com

**Person Providing Reference:** Bryceann Twitty, Judge Militello's Judicial Assistant

1. Briefly describe the work Professional Probation Services, Inc., provides to your agency.

Manage the misdemeanor probationers.

2. Is the work completed on-time?

(unable to answer)

3. Are you satisfied with the results?

Very satisfied with Louise Schmidt the Probation Officer. I have knowledge of her and her staff, Tammy, that we deal with on a regular basis.

4. Did you implement their recommendations, if any?

They haven't really given any recommendations.

5. Did you encounter any problems?

No.

6. How would you rate the company on a scale of 1 (low) to 5 (high) on the following:

Professionalism \_\_\_\_\_ - Unable to provide a rating.

Qualifications \_\_\_\_\_ - Unable to provide a rating.

Final Product \_\_\_\_\_ - Unable to provide a rating.

Cooperation \_\_\_\_\_ - Unable to provide a rating.

Reliability \_\_\_\_\_ - Unable to provide a rating.

7. Would you contract with this company again? (check one) *She does not contract with them.*

Yes \_\_\_\_\_ No \_\_\_\_\_ Maybe \_\_\_\_\_

8. All things being equal, would you work with them again as the provider on these services? Yes, no issues.

Reference Checked By: Cathy Tefft, Procurement Manager

Date: 7/2/2024

# REFERENCE CHECK QUESTIONNAIRE

RFP #: 24-RFP00756/CT TITLE: Misdemeanor Probation Services

RESPONDENT: Professional Probation Services, Inc.

REFERENCE: Damir Kukec, Deputy Director of Palm Beach County CJCC, Research and Planning Manager

Phone & Email: 561-355-1639 dkukec@pbcgov.org

Person Providing Reference: Damir Kukec

1. Briefly describe the work Professional Probation Services, Inc., provides to your agency.

Management of misdemeanor probationers. Been working with them since mid 2000's.

2. Is the work completed on-time?

Yes, excellent transition when they first came on board. The judges are very happy with their services. Haven't received client complaints.

3. Are you satisfied with the results?

Yes, when the previous provider had issues the County decided to go out for RFP.

4. Did you implement their recommendations, if any?

Yes, able to access their case management system.  
The County does a social science review and PPS provides reports for this.

5. Did you encounter any problems?

No.

6. How would you rate the company on a scale of 1 (low) to 5 (high) on the following:

Professionalism 5

Qualifications 5

Final Product 5

Cooperation 5

Reliability 5

7. Would you contract with this company again? (check one)

Yes X No \_\_\_\_\_ Maybe \_\_\_\_\_

Reference Checked By: Cathy Tefft, Procurement Manager

Date: 7/2/2024

# REFERENCE CHECK QUESTIONNAIRE

RFP #: 24-RFP00756/CT TITLE: Misdemeanor Probation Services

RESPONDENT: Professional Probation Services, Inc.

REFERENCE: Tanishia "Toy" Childres, Court Services Manager, Okaloosa County

Phone & Email: 850-651-7200x4333 tchildres@okaloosaclerk.com

Person Providing Reference: Toy Childres

1. Briefly describe the work Professional Probation Services, Inc., provides to your agency.

They are contracted with Okaloosa County to provide supervision services for County probation.

2. Is the work completed on-time?

n/a – We work with them indirectly (we process payments received through them to apply to court cases)

3. Are you satisfied with the results?

n/a – payments are received for the most part without issue

4. Did you implement their recommendations, if any?

n/a

5. Did you encounter any problems?

Indirectly – payments weren't being received; result of investigation determined that it was due to employee Theft; the employee was terminated. No other issues to our knowledge.

6. How would you rate the company on a scale of 1 (low) to 5 (high) on the following:

Professionalism 3

Qualifications n/a

Final Product n/a

Cooperation 3

Reliability n/a

7. Would you contract with this company again? (check one)

Yes \_\_\_\_\_ No \_\_\_\_\_ Maybe \_\_\_\_\_

This would be a decision made by Okaloosa County and not our office.

Reference Checked By: Cathy Tefft, Procurement Manager

Date: 7/2/2024