



AGENDA STAFF REPORT

Control: 26001212

MEETING DATE: 05/19/2026
LEGAL ENTITY TAKING ACTION: Board of Supervisors
BOARD OF SUPERVISORS DISTRICT(S): District 2
SUBMITTING AGENCY/DEPARTMENT: Probation
DEPARTMENT CONTACT PERSON(S): Daniel Hernandez, 714-645-7001
 Jennifer Villa, 714-645-7013

SUBJECT: Approval of Subordinate Contract with Lexipol, LLC

CEO CONCUR	COUNTY COUNSEL REVIEW	CLERK OF THE BOARD
Concur	Approve agreement to form	CONSENT CALENDAR 3 Votes Board Majority

Budgeted: Yes	Current Year Cost: \$173,376	Annual Cost: FY 2026-27 \$111,164 FY 2027-28 \$111,164 FY 2028-29 \$111,164 FY 2029-30 \$78,069
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Staffing Impact: No	Funding Source: GF: 100%	Sole Source: No
Current Fiscal Year Revenue: N/A		County Audit in Last 3 years: No
Levine Act Review Completed? Yes		
Prior Board Action: N/A		

RECOMMENDED ACTION(S):

Authorize the County Procurement Officer or Deputized designee to execute Subordinate Contract with Lexipol, LLC for the provision of online policy manual development and administration, effective June 1, 2026, through February 13, 2030, in an amount not to exceed \$584,937.

SUMMARY:

Approval of the Subordinate Contract with Lexipol, LLC. will provide the Orange County Probation Department with an online policy management system that will aid in creation, review, administration, tracking, and organization of department policies and procedures, as well as administration and tracking of employee policy acknowledgment and related policy training.

BACKGROUND INFORMATION:

The Orange County Probation Department (Probation) is required to continually publish, update, monitor and administer policy and procedure to provide clear guidelines and structure for both sworn and

professional employees to aid them in making informed decisions. In addition, Probation policy must be constantly aligned with changing state and federal legislation, industry best practices and legal requirements. Moreover, strong internal policy management is fundamental to establishing accountability mechanisms, helps maintain public trust and legitimacy and facilitates positive engagement between the department and the community it serves.

Probation has identified Lexipol, LLC. (Lexipol) as an effective policy management platform that provides state-specific, customizable policy suggestions provided by legal and public safety experts, with ongoing updates to reflect changes in laws, regulations and best practices. Additionally, it offers scenario-based policy training, electronic tracking of employee policy acknowledgement and training completion, a centralized user-friendly platform, a mobile application which allows staff to access and acknowledge policies for in-the-field guidance, all in a proprietary, web-based system. It is fundamentally designed to support compliance, accountability and continuous policy tracking and training which will assist the Department in efficiently meeting the aforementioned benchmarks.

In March 2026, Lexipol executed a cooperative contract (Cooperative) with Sourcewell, a cooperative purchasing program that establishes competitively awarded cooperative contracts for use by State and Local Governments. Sourcewell has been authorized for use by the County of Orange (County), for County agencies; see Attachment C. The term for the Cooperative is from March 13, 2026, through February 13, 2030. In March 2026, Probation entered into subordinate contract (Subordinate) negotiations with Lexipol for policy tracking and administration services.

Lexipol's services under the negotiated Subordinate include, but are not limited to, timely updates on State and Federal laws, customized content to reflect the County's terminology and structure, secure web-based storage and delivery platform and accurate reports of employee participation. The first year's budget also includes a one-time implementation cost to allow for the installation and integration with County and Probation technology systems.

Probation is now requesting the Orange County Board of Supervisors' (Board) approval to execute a Subordinate Contract with Lexipol for online policy manual development and administration, effective June 1, 2026, through February 13, 2030, in an amount not to exceed \$584,937. Contract renewals shall be contingent upon renewal of the Cooperative. This item is being brought before the Board with less than 30 days before the contract start date due to the negotiations between Sourcewell and Lexipol which delayed negotiations for Probation's Subordinate.

Probation has verified there are no concerns that must be addressed with respect to the Contractor's ownership, name, litigation status or conflicts with County interests. This Subordinate Contract does not currently include subcontractors or pass through other contractors. See Attachment B for Contract Summary Form. An analysis was completed to verify the contract provided the County with persons specially trained, experienced, expert and competent to perform the special services in accordance with the law.

FINANCIAL IMPACT:

Appropriations for this Subordinate are included in Budget Control 057 FY 2025-26 and will be included in the budgeting process for future years. The proposed Subordinate includes provisions that the contract is contingent upon the availability of funds and inclusion of sufficient funds in the budget approved by the Board for each fiscal year the Subordinate remains in effect or operation. In the event such funding is terminated or reduced, the County may terminate the Subordinate Contract, reduce the County's maximum obligation, or modify the Subordinate, without penalty.

STAFFING IMPACT:

N/A

REVIEWING AGENCIES/DEPARTMENTS:

N/A

ATTACHMENTS:

Attachment A - Subordinate Contract MA-057-26011133 with Lexipol, LLC

Attachment B - Contract Summary Form

Attachment C - Sourcewell Cooperative Contract with Lexipol, LLC