

JOHN C. GARCIA
SHERIFF
WILLIAM J. COOLEY
UNDERSHERIFF



ADMINISTRATIVE OFFICES
10 DELAWARE AVENUE
BUFFALO, NEW YORK 14202-3913
(716) 858-7618
FAX: (716) 858-7882
WEBSITE: <http://www.erie.gov/sheriff>

SHERIFF OF ERIE COUNTY

September 4, 2025

The Honorable
Erie County Legislature
92 Franklin Street
Buffalo, NY 14202

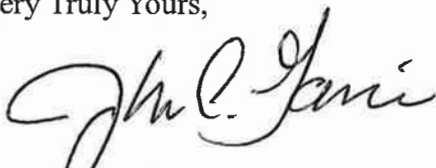
Re: Award Shift Feasibility Study Contract

Honorable Members:

Attached, please find a proposed resolution and accompanying memorandum awarding RFP #2025-038VF (Feasibility Study for Implementing a 10 or 12 hour Shift) to Matrix Consulting Group, Ltd.

Representatives of the Erie County Sheriff's Office will be made available to answer any questions you may have.

Very Truly Yours,


John C. Garcia
Sheriff of Erie County


Mark Poloncarz, Esq.
Erie County Executive

Attachments

MEMORANDUM

To: Honorable Members of the Erie County Legislature
From: Erie County Sheriff's Office
Re: Award Shift Feasibility Study Contract
Date: September 4, 2025

Summary of Recommended Action

The attached resolution awards RFP #2025-038VF to Matrix Consulting Group, Ltd. It further authorizes the County Executive and Sheriff to enter into an agreement with Matrix Consulting Group, Ltd to conduct a feasibility study for implementing a 10 or 12 hour shift for Jail Management Division staff at a cost not to exceed \$53,600.00. The Erie County Sheriff's Office intends to use Telephone Revenue to fund this contract. Thus, this resolution authorizes the transfer of \$53,600.00 from the telephone revenue account into the Erie County Sheriff's Office, Jail Management Division general fund (Fund 110, Funds Center 116) Jail Phone Revenue (GL# 415622) and an accompanying increase of Professional Services Contracts and Fees (GL# 516020) by the same amount.

Fiscal Implications of the Proposal

As noted above, the contract with Matrix Consulting Group, Ltd. will be funded by jail telephone revenues.

Reasons for Recommendation

The Erie County Sheriff's Office is committed to providing quality public safety services in an efficient manner. Pursuant to that mission, RFP #2025-038VF was issued with the intent of determining how a 10 or 12 hour shift for sworn Jail Management Division personnel would impact overall personnel costs, specifically overtime. The RFP was released on July 23, 2025, with a due date for responses of August 20, 2025. Three responses were submitted. The cost proposal submitted by Matrix Consulting Group, Ltd. came in at the lowest price. A summary of the scoring for this RFP is below:

RFP #2025-038VF Vendor Evaluations:

Evaluator – Superintendent Michael Phillips

1. CGL Management Group - 84
2. Coleman Consulting Group – 80
3. MATRIX Consulting Group – 87

Evaluator – Deputy Superintendent Jeff Hartman

1. CGL Management Group – 85
2. Coleman Consulting Group – 85
3. MATRIX Consulting Group – 86

- Evaluator – Sergeant Steve Kern
1. CGL Management Group – 85
 2. Coleman Consulting Group – 75
 3. MATRIX Consulting Group – 82

Total Scores:

1. CGL Management Group: $84+85+85= 254$
2. Coleman Consulting Group: $80+85+75= 240$
3. MATRIX Consulting Group: $87+86+82= 255$

Recommended award: MATRIX Consulting Group

Consequences of Negative Action

The Erie County Sheriff's Office would be unable to determine the cost effectiveness of switching from an 8 hour shift to a 10 or 12 hour shift for sworn Jail Management Division personnel.

Steps Following Approval of Measure

Certified copies shall be forwarded to the County Executive, County Attorney, Director of Budget and Management, Comptroller, Purchasing Director and Erie County Sheriff's Office.

A RESOLUTION SUBMITTED BY:
ERIE COUNTY SHERIFF'S OFFICE

Re: Award Shift Feasibility Study Contract

WHEREAS, it is the mission of the Erie County Sheriff's Office to provide quality public safety services to our community by promoting a safe environment through police and citizen interaction, with an emphasis on integrity, fairness and professionalism; and

WHEREAS, the Erie County Sheriff's Office wishes to discover how switching from an 8 hour shift to a 10 or 12 hour shift for sworn Jail Management Division staff would impact personnel costs; and

WHEREAS, as of August 31, 2025, the jail telephone revenue fund has a balance of \$2,360,776.61; and

WHEREAS, the Erie County Sheriff's Office intends to use telephone revenue funds to conduct a study to determine the feasibility of switching to a 10 or 12 hour shift; and

WHEREAS, the Erie County Sheriff's Office issued RFP #2025-038VF (Feasibility Study for Implementing a 10 or 12 hour Shift) on July 23, 2025; and

WHEREAS, responses to RFP #2025-038VF were due on August 20, 2025; and

WHEREAS, three responses to RFP #2025-038VF were submitted; and

WHEREAS, after evaluation of the responses, Matrix Consulting Group, Ltd. received the highest score; and

WHEREAS, the Erie County Sheriff's Office recommends awarding RFP #2025-038VF to Matrix Consulting Group, Ltd.

NOW, THEREFORE, BE IT

RESOLVED, the Erie County Legislature hereby awards RFP #2025-038VF to Matrix Consulting Group, Ltd., 1875 S. Grant Street, Suite 960, San Mateo, CA 94402; and be it further

RESOLVED, the County Executive and Sheriff are authorized to enter into an agreement with Matrix Consulting Group, Ltd., 1875 S. Grant Street, Suite 960, San Mateo, CA 94402 to conduct a feasibility study for implementing a 10 or 12 hour shift for sworn Jail Management Division staff; and be it further

RESOLVED, the Division of Budget and Management is authorized to transfer \$53,600.00 from the telephone revenue account into the Erie County Sheriff's Office, Jail Management Division general fund (Fund 110, Funds Center 116) Jail Phone Revenue (GL# 415622); and be it further

RESOLVED, the Director of Budget and Management is authorized to make the following adjustments to the Erie County Sheriff's Office, Jail Management Division operating budget (Fund 110, Funds Center 116) as follows:

APPROPRIATIONS	INCREASE
<u>546020 – Professional Services Contracts & Fees</u>	<u>\$53,600.00</u>
TOTAL	\$53,600.00
REVENUES	INCREASE
<u>415622 – Jail Phone Revenue</u>	<u>\$53,600.00</u>
TOTAL	\$53,600.00

and be it further

RESOLVED, the Director of Budget and Management is authorized to make any technical adjustments necessary to effectuate this resolution; and be it further

RESOLVED, certified copies of this resolution shall be forwarded to the County Executive, County Attorney, Director of Budget and Management, Comptroller, Purchasing Director and Erie County Sheriff's Office.

FISCAL IMPACT: As Indicated