



**BOARD OF SUPERVISORS  
AGENDA LETTER**

**Agenda Number:**

**Clerk of the Board of Supervisors**  
105 E. Anapamu Street, Suite 407  
Santa Barbara, CA 93101  
(805) 568-2240

**Department Name:** General Services  
**Department No.:** 063  
**For Agenda Of:** February 28, 2023  
**Placement:** Administrative  
**Estimated Time:** N/A  
**Continued Item:** No  
**If Yes, date from:** N/A  
**Vote Required:** Majority

**TO:** Board of Supervisors

**FROM:** Department Janette D. Pell, Director (805) 560-1011  
Director(s)  
Contact Info: Lynne Dible, Assistant Director (805) 568-2678

DocuSigned by:  
*Janette D. Pell*  
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**SUBJECT:** Multi-Department Master Service Agreements – All Districts

**County Counsel Concurrence**

As to form: Yes

Other Concurrence: Procurement

As to form: Yes

**Auditor-Controller Concurrence**

As to form: Yes

**Recommended Actions:** It is recommended that the Board of Supervisors:

- a) Approve, and direct the Chief Procurement Officer (“Purchasing Agent”) to execute and administer, the annual Master Service Agreements (“MSAs”) with the vendors, and in the amounts, set forth in the attached Master Service Agreement Listing – February 28, 2023 for the services specified in the respective Statement(s) of Work attached as Exhibit A to such MSAs; and
- b) Determine that the above actions are not a “project” and are exempt from California Environmental Quality Act (CEQA) pursuant to section 15378(b)(5) of the CEQA guidelines because they are organization or administrative activities of government that will not result in direct or indirect physical changes to the environment.

**Summary Text:**

The MSAs listed on Master Service Agreement Listing – February 28, 2023 (Attachment 1) are substantially similar to the template Master Service Agreement for independent contractor services exceeding \$200,000 in annual aggregate costs (“MSA Template”) approved by the Board of Supervisors on January 10, 2023. Each MSA listed on Master Service Agreement Listing – February 28, 2023 provides for certain independent contractor services as specified in the Statement(s) of Work attached as Exhibit A to such MSAs (Attachment 2), and may include other terms and conditions on file and approved by County Counsel and Risk, as appropriate.

**Background:** The County’s Procurement Services Division (“Purchasing”) is focused on analyzing contracts, vendors, and spend amounts across County departments, and working on a Countywide level to make informed decisions on strategic sourcing opportunities. Purchasing leads the process of evaluating whether to participate in cooperative purchasing agreements, creating and managing certain countywide purchasing contracts.

Pursuant to County Code §2-42, the Purchasing Agent is authorized to engage independent contractors to perform services, with or without the furnishing of materials, within the limits provided by state law. Contracts for services of independent contractors with an annual aggregate cost in excess of \$200,000 are subject to Board approval.

On January 10, 2023, the Board of Supervisors approved the MSA Template and administrative changes to streamline the process for Board approval of such MSAs. Under such streamlined MSA procedures, the County’s Purchasing Division (“Purchasing”) drafts, packages, presents for Board approval, and administers multi-Department MSAs exceeding the aforementioned \$200,000 threshold using the Board-approved MSA Template, and Statement(s) of Work attached thereto specifying the services to be provided thereunder as requested by participating County departments, and other terms and conditions on file and approved by County Counsel and Risk, as appropriate.

The updated MSA process enables Purchasing to propose that the Board approve a MSA with a vendor that is routinely being utilized by multiple County departments for similar services when the annual aggregate amount of County payments to such vendor exceeds, or is expected to exceed, \$200,000.

Purchasing then tracks and manages the aggregate dollar amounts of payments made under each Board-approved MSA on an ongoing basis throughout the term of such MSA, and recommends Board approval of amendments to such MSA as needed in order to increase the aggregate expenditure amount authorized under such MSA, and/or to provide for additional services thereunder, e.g., in the event that additional County departments desire to procure such services thereunder during the term of such MSA.

**Fiscal and Facilities Impacts:**

Budgeted: N/A

**Fiscal Analysis:**

The price(s) and other terms and conditions for specific services to be provided pursuant to an MSA are set forth in Statement(s) of Work attached as Exhibit A to such MSA (Attachment 2). Each County department is responsible for ensuring that sufficient appropriations are included in their respective adopted budget prior to submitting to Purchasing a request for inclusion in an MSA a Statement of Work for the services that such department desires to procure under such MSA.

**Staffing Impacts: Legal Positions:**

**FTEs:**

**Special Instructions:**

None

**Attachments:**

Attachment 1: Master Service Agreement Listing – February 28, 2023

Attachment 2: MSA Statement(s) of Work

**Special Instructions:**

Please send one (1) copy of the minute order to Lynne Dible, General Services at [ldible@countyofsb.org](mailto:ldible@countyofsb.org) and 1 (one) copy to Phung Loman, General Services at [ploman@countyofsb.org](mailto:ploman@countyofsb.org).

**Authored by:**

Phung Loman and Lynne Dible, General Services