



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: Fire
Department No.: 031
For Agenda Of: September 17, 2024
Placement: Administrative
Estimated Tme:
Continued Item: No
If Yes, date from:
Vote Required: 4/5

TO: Board of Supervisors

FROM: Department Mark A. Hartwig, Fire Chief / Fire Warden, 805-681-5500
Director(s)
Contact Info: Garrett Huff, Deputy Fire Chief, 805-896-6403

SUBJECT: **Conversion of Purchase Contract (CN8330) to a Board Contract with Mission Critical Partners, LLC for Project Management and additional support for the go-live of the Regional Fire Communications Center**

County Counsel Concurrence

As to form: Yes

Other Concurrence: Risk Management

As to form: Yes

Auditor-Controller Concurrence

As to form: Yes

Other Concurrence: Procurement

As to form: Yes

Recommended Actions:

That the Board of Supervisors:

- a) Approve, ratify, and authorize the Chair to execute an Agreement for Services with Mission Critical Partners, LLC (Attachment A), to continue supporting the County Fire Department in the go-live project of the Regional Fire Communication Center (RFCC) with a total cost not to exceed \$390,547.00 inclusive of \$199,999.00 under Purchase Contract CN8330 (Attachment B). This Agreement converts Purchase Contract No. CN8330 to a Board Contract and cancels, nullifies, and supersedes Purchase Contract No. CN8330, and any and all associated Change Order(s); and
- b) Approve and authorize the Fire Chief or designee to approve up to a 10% contingency with Mission Critical Partners, in an amount not to exceed \$39,054.70, for any changes that may be required to the scope of work to complete the RFCC go-live project; and
- c) Approve Budget Revision Request No. BJE-0010117 (Attachment C) to increase appropriations of \$430,000 in the Fire Department, Fire Protection District Fund for Services and Supplies funded by the release of Restricted Purpose of Fund Balance (4/5ths Vote); and

- d) Find that the above actions are not a project under the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines section 15378(b)(2) in that they involve continuing administrative or maintenance activities, and CEQA Guidelines section 15378(b)(5), in that they involve organizational or administrative activities of government that will not result in direct or indirect physical changes in the environment.

Summary Text:

The Fire Department requests the Board of Supervisors (Board) approve and ratify an Agreement with Mission Critical Partners, LLC (MCP) for continued project management support under the scope of purchase order (CN8330) and additional support needed for the transition and operationalizing of the new Regional Fire Communications Center (RFCC). Further support includes five tasks that need additional support and are not included in the current scope.

Due to unforeseen construction delays, updated equipment, new technology, and vendors that have been changed or added since the original plan was developed, the need for support with subject matter experts and project management has been emphasized. The Fire Department and MCP have identified five tasks requiring support outside their current scope of work. Approval of the recommended action will allow the Fire Department to include the support and services of MCP in the five tasks needed to achieve as seamless as possible cutover and transition of all fire and EMS resources from the Public Safety Answering Points (PSAP) within the County (5), to the full implementation of the RFCC.

All work associated with the RFCC go-live is anticipated to be completed within FY 2024-25. The total cost for the MCP contract will be \$390,547.00 and we have also requested that the Fire Chief or his designee be allowed to approve necessary changes to the scope of work not to exceed 10% of the contract amount.

Background:

On November 16, 2021, the Board granted approval for the construction of the RFCC by the Fire Department. The RFCC will provide seamless dispatch of fire-rescue and emergency medical units across all fire departments and paramedic ambulances operating within the County. Construction of the facility began in May 2023 and is nearly completed. Dispatch staff has been hired and are continuously training in preparation for the cutover of all fire and EMS agencies. MCP was brought on board in May 2024 with a contract amount of \$101,450.00 to provide professional services to allow a successful and safe implementation of existing public safety communications under a new operational platform using the latest technology and equipment. In August 2024, a contract change order was executed to add \$98,549.00 in recognition of the level of effort required of the contractor.

The Fire Department and MCP have now identified five areas that require additional effort and funding in the amount of \$190,548.00, to avoid a work stop or reduction of effort on the current tasks while the project is on a critical path towards implementation. The continuation of the project will foster confidence and trust between all County Fire employees and the County Fire public safety partners. Five tasks will require support outside of the current scope:

- 1) New Facility Implementation Plan Development,
- 2) Facility and Operations Cutover Support,
- 3) Next Generation 911 Support,

- 4) Accelerated Implementation Planning of Ambulance Transport Provisions and Execution Support, and
- 5) General Consulting, including IT and GIS support.

Since the County's Purchasing Manager does not have the authority to execute a service contract above \$200,000.00, the Fire Department is requesting that the Board approve the attached Agreement with Mission Critical Partners, LLC. This action converts a Purchase Contract (CN8330) to a Board Contract, adds additional scope of work, retains the termination date of February 28, 2025, increases funding to a revised total of \$390,547.00, inclusive of \$199,999.00 under Purchase Contract CN8330, but which otherwise cancels, nullifies, and supersedes Purchase Contract CN8330, and authorizes the Fire Chief or designee to approve up to a 10% contingency with Mission Critical Partners, in an amount not to exceed \$39,054.70, for any changes that may be required to the scope of work to complete the RFCC go-live project.

Fiscal and Facilities Impacts:

Budgeted: No. The Budget Revision Request recommended for approval (Attachment C) budgets the necessary appropriations for the professional services.

Fiscal Analysis:

The outside support and services for the RFCC's go-live project were not originally anticipated and, therefore, were not included in the FY 2024-25 adopted budget. BJE-0010117 is submitted with this board letter in the amount of \$430,000.00 to cover the cost of purchasing these services with the Fire District fund balance being the funding source for these activities.

Staffing Impacts:

None.

Special Instructions:

Upon Board approval and execution, the Clerk is asked to please return a copy of the Agreement and minute order to the Fire Department, attention: Garrett Huff.

Attachments:

Attachment A: Agreement for Services of Independent Contractor

Attachment B: Purchasing Contract (CN8330)

Attachment C: Budget Revision Request BJE-0010117

Authored by:

Garrett Huff, Deputy Chief

cc:

Sergio Sanchez, Division Chief

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Diane Sauer, Fiscal Manager