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:** | May 16, 2023 |
| **Placement:** | Administrative |
| **Estimated Time:** | |
| **Continued Item:** | No |
| **If Yes, date from:** | |
| **Vote Required:** | Majority |

**TO:**          Board of Supervisors

**FROM:**       Department Director(s)          Kirk Lagerquist, Director, General Services

                 Contact Info:          Chris Chirgwin, Chief Information Officer

**SUBJECT:**   **Agreement for Professional Services of Independent Contractor with Mike Merheb; All Districts.**

| **County Counsel Concurrence** | **Auditor-Controller Concurrence** |
|---|---|
| As to form: Yes | As to form: Yes |

**Other Concurrence:  Risk Management**
As to form: Yes

**Recommended Actions:**

That the Board of Supervisors:

a)  Approve and authorize the Chair to execute an Agreement for Services of Independent Contractor with Michael ("Mike") Merheb for information technology consulting services for a total amount not to exceed $225,000.00, for the period beginning May 22, 2023 through June 30, 2023, inclusive of $200,000.00 under Purchase Order CN1166, but which otherwise cancels, nullifies, and supersedes Purchase Oder CN1166; and

b)  Determine that the above recommended action is a government funding mechanism or other government fiscal activity, which does not involve any commitment to any specific project that may result in a potentially significant physical impact on the environment and is therefore not a project under the California Environmental Quality Act (CEQA) pursuant to section 15378(b)(4) of the CEQA Guidelines.

**Summary Text:**

The Information and Communications (ICT) division of General Services requests to extend the consulting services with Mike Merheb to provide IT subject-matter services for the remainder of fiscal year 2022-2023, for a maximum contract amount of $225,000.00, for the period beginning May 22,

2023, through June 30, 2023, inclusive of $200,000.00 under Purchase Order CN1166, but which otherwise cancels, nullifies, and supersedes Purchase Oder CN1166.

**Background:**

Mike Merheb has been a consulting partner with ICT for approximately three years, providing critical subject-matter expertise to assist with projects and other essential work.

**Performance Measure:**

Existing ICT management will supervise the work to be performed and will update contractor of any performance-related issues in a timely manner.

**Fiscal and Facilities Impacts:**

Budgeted: Yes

**Fiscal Analysis:**

| Funding Source-CIO Solutions Services | Current FY Costs: | Total One-Time Project Cost |
|---|---|---|
| Fund 1915-IT | $ 225,000.00 | $ 225,000.00 |
| **Total** | **$ 225,000.00** | **$ 225,000.00** |

Narrative: The cost for Mike Merheb's services is included in the IT rates and in the budget for IT Professional Services this fiscal year. Costs to date for this vendor have been incurred through an existing Purchase Order; the additional $25,000.00 Agreement for Services, which requires Board approval, is needed because this vendor will now exceed the annual per-vendor countywide aggregate limit.

**Key Contract Risks:**

The agreement applies County standard independent contractor terms and conditions in accordance with State of California laws and regulations. With concurrence from the County Risk Manager, the insurance requirements have been waived due to the business need being greater than the minimal risk of exposure created by waiving insurance coverage.

**Special Instructions:**

Clerk of the Board: please return two (2) duplicate originals of the fully executed agreement and a copy of the minute order of the actions to the General Services Department, Attention: Andre Monostori, Assistant Director.

**Attachments:**

Attachment A: Agreement for Professional Services of Independent Contractor with Mike Merheb

**Authored by:**

Jason Womack, Administrative Office Professional II, General Services, ICT Division