



**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: June 18, 2024
Placement: Administrative
Estimated Time: N/A
Continued Item: No
If Yes, date from: N/A
Vote Required: Majority

TO: Board of Supervisors

FROM: Department Kirk Lagerquist, Director (805) 560-1011
Director(s)
Contact Info: Lynne Dible, Assistant Director (805) 568-2678

DocuSigned by:
Kirk Lagerquist
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SUBJECT: Multi-Department Master Service Agreements – All Districts

County Counsel Concurrence

As to form: Yes

Other Concurrence: Procurement, Risk Management

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 fiscal year 2024-2025 Master Service Agreements (“MSAs”) with the vendors, and in the amounts, set forth in the attached Master Service Agreement Listing – June 18, 2024 (Attachment 1) for the services specified in the respective Statement(s) of Work attached as Exhibit A to such MSAs (Attachment 2); 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 – June 18, 2024 (Attachment 1) are substantially similar to the template Master Service Agreement for independent contractor services exceeding \$200,000 in annual aggregate costs approved by the Board of Supervisors on January 10, 2023 (“MSA Template”). Each MSA listed on Master Service Agreement Listing – June 18, 2024 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. Below and included as Attachment 1 is a brief summary of the services to be provided:

1. **BMAK Inc dba CompuWave Inc** – Vendor is a distributor of software license for multiple products used Countywide. Such as Adobe, Box, DocuSign, VMWare and more as per Statement of Work.
2. **Coastal Tree Service** – Vendor provides tree maintenance, pruning, removal, and other tree related items.
3. **Consortium Media Services** – Contracted for Educational Outreach campaigns. Current programs include custom localized messaging and education materials on Tobacco and Cannabis education and prevention. Contractor uses video, radio and targeted social media posts and graphics in both English and Spanish.
4. **Gray Quarter Inc** – Vendor provides software support and administration as well as custom interface and website development.
5. **Herencia Indigena** – Provides medical interpreting services for the Mixteco community, closing the language barrier to create understanding and prevent misdiagnosis. Vendor also provides medical education materials to patients in their native language.
6. **Pacific Petroleum** – Vendor collects, transfers, and disposes both hazardous and non-hazardous materials. Also provides cleaning of said materials and offers rental equipment.
7. **Padre Associates** – Contractor specializes in a wide scope of Environmental Science Services and Geo-Environmental Engineering Services including: Archaeological surveys, Tribal land surveys, Tree surveys, Habitat Conservation plans, Stormwater Pollution Prevention plans, etc.
8. **Regional Government Services Authority** – Provides consulting, administrative and staffing needs to local governments. Services may be within any of the RGS service areas, including but not limited to: Human Resources, Employee Benefit Administration, Disability Leave Management, Payroll, Finance, Project and Agency Management, Training, Communications/Outreach, Emergency Management, Community Development and Strategic Planning.
9. **R L F Trucking and Grading Corporation** – Provides trucking and hauling services
10. **Simpler Systems** – Provides data managing and maintaining services

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.

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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, 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 – June 18, 2024

Attachment 2: FY 24-25 MSA

Special Instructions:

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

Austin Venezia to docket several fully executed agreements to the Clerk of the Board upon execution.

Authored by:

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Phung Loman and Lynne Dible, General Services