



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 5, 2018
Placement: Administrative
Estimated Time: N/A
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors

FROM: General Services Janette D. Pell, Director (805) 560-1011
Contact Info: Thomas Gresham, Assistant Director (805) 568-2606
Carl Thornton, Manager Communications (805) 681-5581

SUBJECT: Agreement with Z Consulting Group, Inc. for Project Management and Information Technology Services; All Districts

County Counsel Concurrence

As to form: Yes

Other Concurrence: Purchasing

As to form: Yes

Auditor-Controller Concurrence

As to form: Yes

Risk Management Concurrence

As to form: Yes

Recommended Actions:

That the Board of Supervisors consider the following recommendations:

- a) Approve and authorize the Chair to execute an Agreement for Services of Independent Contractor with Z Consulting Group, Inc. (Z Consulting) through June 30, 2019, and not to exceed a total contract price of \$364,000; and
- b) Determine that the actions above are not a project under the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15378(b)(5) and 15061(b)(3), because they consist of organizational or administrative activities of government that will not result in direct or indirect physical changes in the environment.

Summary Text:

In previous fiscal years, the County entered into multiple contracts with Z Consulting for network and telecommunications consulting services for different departments. General Services has developed a single Agreement with Z Consulting (Attachment A) for the provision of project management and information technology consulting services to multiple County departments. Authorizing this countywide agreement with Z Consulting will result in a single Agreement that has consistent terms and conditions.

Background:

Since 2009, Z Consulting has been delivering: telecom/network cost analysis and benchmarking, Request for Proposal Process, Contract Negotiations, and Project Management oversight for the County of Santa Barbara. Z Consulting has provided services for Public Defender, Department of Social Services (DSS), and General Services.

Z Consulting services will be utilized by General Services in FY 2017-18 for the project management of public safety microwave radio project.

The Department of Social Services (DSS) has contracted with Z Consulting to complete the Request for Proposal and Contract Negotiations for:

1. The Interactive Voice Response (IVR) system project for the Benefit Service Center project approved by your Board on February 2, 2016.
2. The implementation of an Oracle Cloud Services Human Resources Management system approved by your Board on August 22, 2017.
3. Project Management oversight for the Verbal Attestation project approved by your Board on March 13, 2018, for which additional funds are needed.

The single Board contract is intended to streamline the procurement process for Z Consulting services and reduce the redundancy of effort in entering into several contracts with the same vendor. The agreement includes provisions required for Departments with Federal funding.

Performance Measure:

Performance will be closely monitored to ensure adherence to Section 7 Standard of Performance in the Agreement for Services of Independent Contractor. Deliverables will be monitored for first class and skillful quality, conforming to the standards of excellence normally observed by a person practicing in this profession. Z Consulting shall perform the work or services required by this agreement by the industry and professional standards.

Contract Renewals and Performance Outcomes:

Fiscal and Facilities Impacts:

Budgeted: Yes

Fiscal Analysis:

Funding Sources	Department	Current FY Cost:	FY 2018-19 Cost:
General Fund	Social Services	\$ 1,200	\$ 4,941
State	Social Services	\$ 8,640	\$ 35,575
Federal	Social Services	\$ 14,160	\$ 58,303
Other: (ISF)	General Services ICT	\$ 40,000.00	\$ 201,181.00
Total		\$ 64,000.00	\$ 300,000.00

Narrative: The contract allows County departments to use the services as provided in the Agreement. Departments have included amounts for these services in the FY 2017-18 budgets and Recommended FY 2018-19 budgets. Departments must have available appropriations to utilize this contract and may need to return to the Board for budget revisions, if they exceed their existing budgeted amounts.

Funding for the Department of Social Service's portion is 59% Federal, 36% State, and 5% County General Fund Contribution. Appropriations of \$14,160 are included in the Department's FY 2017-18 Adopted Budget and \$58,303 in the FY2018-19 Recommended Budget.

Key Contract Risks:

The risk assessment has been completed. The County has not had any performance issues with Z Consulting contracts since it began contracting with the company back in 2009. Contract monitoring will occur within each department that utilizes the services.

Staffing Impacts:

Legal Positions:
0

FTEs:
0

Special Instructions:

Please send a signed copy of the Agreement and a Minute Order to: Carl Thornton, General Services, Bldg C, 4568 Calle Real, Santa Barbara Ca 93110-1306

Attachments:

Attachment A: Agreement for Services of an Independent Contractor

Authored by:

Carl Thornton, Communications Manager, General Services Department 681-5581

cc:

Laura Mejia, Manager, Department of Social Services 346-7312