



BOARD OF SUPERVISORS
AGENDA LETTER

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

Agenda Number:

Submitted on:
(COB Stamp)

Department Name: Information Technology
Department No.: 067
Agenda Date: April 21, 2026
Placement: Administrative Agenda
Estimated Time: N/A
Continued Item: No
If Yes, date from: N/A
Vote Required: Majority

TO: Board of Supervisors
FROM: Department Director: Chris Chirgwin, Chief Information Officer (CIO)
Contact: Andre Monostori, Deputy CIO
SUBJECT: Agreement for Services of Independent Contractor with SDG Group; All Districts.

County Counsel Concurrence

As to form: Yes

Other Concurrence: Risk Management

As to form: Yes

Auditor-Controller Concurrence

As to form: Yes

Recommended Actions:

That the Board of Supervisors:

- a) Approve and authorize the Chair of the Board to execute an Agreement for services of independent contractor with SDG Group in an aggregate amount not to exceed \$392,000 beginning April 21, 2026, and ending December 31, 2026 (Agreement);
- b) Approve and authorize the Chief Information Officer to execute amendments to the Agreement to increase the amount payable thereunder by an aggregate amount not to exceed 5% of \$392,000, or \$19,600, to request additional services thereunder as needed;
- c) Approve and authorize the Chief Information Officer to make changes to the Timeline in Exhibit A without extending the Term of the Agreement; and
- d) Determine that the above recommended actions are not a project subject to environmental review under the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15378(b)(2)&(5), finding that the actions consist of continuing administrative activities of governments that will not result in direct or indirect physical changes in the environment.

Summary Text:

The Information Technology Department requests the Board approve an Agreement with SDG Group for the provision of professional services in support of the County's Data Governance Program Mobilization. This six-month engagement will begin on or after April 21, 2026, and end no later than December 31, 2026.

Discussion:

Historically, County departments have stored and managed their own data. This arrangement has created a heavy reliance on manual data reconciliation. The services in this Agreement will help the County create a unified way of managing data across all departments, making information more accurate, easier to access, and more consistent while also improving our ability to track changes and ensure everything is handled properly. Per the Agreement’s Statement of Work, SDG Group will help implement the Data Governance Program by refining governance processes, supporting departments in adopting shared standards, and assisting with tools and practices that improve data quality and consistency.

Background:

The County’s previous approach of having each department manage its own data led to inconsistencies and extra manual work, highlighting the need for a unified Data Governance Program. In 2025, ITD contracted with SDG Group for \$198,000 over a one-year term for professional services to assess current practices and develop a countywide data governance strategy. They achieved the project’s goals by reviewing approximately 200 core processes; conducting interviews with each department, some of which required additional interviews due to the complexity of their data processes; documenting what data is critical to departmental operations; and documenting departmental difficulties in gathering data needed for decision making. All of this information was used to develop a strategy and a roadmap for the County to follow, the next phase of which is incorporated into the Statement of Work for this contract.

Performance Measure:

SDG Group performed as expected and at a very high quality under the 2025 professional services agreement, which included the delivery of various roadmaps, analysis reports, recommendations, and foundational elements of the County’s Data Governance Program. Given SDG’s high-quality work and successful achievement of the project goals, ITD recommends continuing with SDG Group through this additional contract for the next phase of work.

Fiscal Analysis:

The estimated costs attributable to each fiscal year of the Agreement are shown in the table below. Actual costs by fiscal year may vary based on the timing of project activities.

Funding Source	FY 2025-26	FY 2026-27	Total
IT Services Fund 1915	\$140,000	\$252,000	\$392,000

ITD will use existing appropriations for Services & Supplies within the IT Internal Services Fund 1915 to cover the costs expected to be incurred in FY 2025-26. Appropriations for next fiscal year will be incorporated into the final adopted budget.

Special Instructions:

Please email a copy of the executed Agreement and minute order to Kyle Slattery (knslattery@countyofsb.org) and Jason Womack (jwomack@countyofsb.org) with the Information Technology Department.

Attachments:

Attachment A – Professional Services Agreement with SDG Group

Contact Information:

Kyle Slattery

Deputy CIO knslattery@countyofsb.org