



**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

**Submitted on:**  
**(COB Stamp)**

**Department Name:** General Services  
**Department No.:** 063  
**Agenda Date:** November 4, 2025  
**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(s): Kirk Lagerquist, Director  
Contact: Lynne Dible, Assistant Director  
**SUBJECT:** Multi-Department Master Service Agreements – All Districts

DocuSigned by:  
*Kirk Lagerquist*  
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**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:**

That the Board of Supervisors:

- a) Approve, and direct the Chief Procurement Officer ("Purchasing Agent") to execute and administer the First Amendment to Master Service Agreement ("MSA") with TruePoint Solutions LLC (Attachment 1) increasing the Maximum Contract Amount by \$100,000.00 for an amended Maximum Contract Amount of \$550,000.00
- b) Determine that the above action is not a "project" and is exempt from California Environmental Quality Act (CEQA) pursuant to section 15378(b)(5) of the CEQA guidelines because it is an organization or administrative activity of government that will not result in direct or indirect physical changes to the environment.

**Summary Text:**

This item is before the Board today for approval on an amendment ("Amendment") to a Master Service Agreement ("MSA") (i) increasing the Maximum Contract Amount of the MSA with TruePoint Solutions LLC, by \$100,000.00 for an amended Maximum Contract Amount of \$550,000.00.

**Background:**

The attached annual multi-Department MSA is administered by Procurement Services for the services specified therein. On June 24, 2025, the Board approved a MSA with TruePoint Solutions LLC with a Maximum Contract Amount of \$450,000. TruePoint Solutions LLC provides software support and administration services for the Accela Civic Platform, which includes Configuration assistance, reporting, data cleanup, issue resolution, and user maintenance. Other services include Custom Interface and Website Development that is associated with County Departments areas of work.

Procurement Services is requesting an increase in the Maximum Contract Amount payable under the aforementioned MSA in order to pay for additional software support and administration, custom interface, and website development services thereunder due to increased departmental needs for such services. Procurement Services recommends Board approval of the Amendment in order to increase the aggregate expenditure amount authorized under the TruePoint Solutions LLC MSA to pay for the additional services thereunder.

**Fiscal and Facilities Impacts:**

Budgeted: County departments receiving and responsible for paying for services under the MSA may bring budget revisions to the Board for approval to fulfill their respective cost obligations as needed.

**Fiscal Analysis:**

The price(s) and other terms and conditions for specific services to be provided pursuant to the MSA remain unchanged. Planning and Development and Public Works, are the County departments requesting an increase in the amount of compensation payable for services under the MSA. These departments are responsible for ensuring that sufficient appropriations are included in such requesting departments' adopted budget prior to submitting a request to Procurement Services for such a MSA amendment.

**Special Instructions:**

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

Austin Venezia to docket a fully executed agreement to the Clerk of the Board upon execution.

**Attachments:**

**Attachment 1: First Amendment to Master Service Agreement – TruePoint Solutions LLC**

**Contact Information:**

Austin Venezia  
Senior Procurement Specialist, General Services  
[auvenezia@countyofsb.org](mailto:auvenezia@countyofsb.org)