



**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: February 11, 2025
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: Amendment to 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 attached First Amendment to Master Service Agreement (“MSA”) with Gray Quarter, Inc. (Attachment 1) increasing the Maximum Contract Amount by \$150,000.00 for an amended Maximum Contract Amount of \$500,000.00; 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:

This item is before the Board today for approval of an amendment (“Amendment”) to a Master Service Agreement (“MSA”) (i) increasing the Maximum Contract Amount of the MSA with Gray Quarter, Inc., by \$150,000.00 for an amended Maximum Contract Amount of \$500,000.00.

Background: The attached annual multi-Department MSA is administered by Procurement Services for the services specified therein. On June 18, 2024, the Board approved a MSA with Gray Quarter, Inc. with a Maximum Contract Amount of \$350,000. Gray Quarter Inc. 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 Gray Quarter, Inc. 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, Public Work, and the Fire 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.

Staffing Impacts:

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

Attachments:

Attachment 1: First Amendment to Master Service Agreement with Gray Quarter, Inc.– February 11, 2025

Attachment 2: Master Service Agreement: Gray Quarter, Inc, approval date June 18, 2024

Authored by:

Phung Loman and Lynne Dible, General Services