



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: Planning and
Development (P&D)
Department No.: 053
For Agenda Of: August 24, 2021
Placement: Administrative Agenda
Estimated Time: N/A
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors (Board)
FROM: Department Lisa Plowman, Director, Planning and Development Department
Director: (805) 568-2086
Contact Info: Jeff Wilson, Assistant Director, Planning and Development
Department (805) 568-2085
**SUBJECT: On-Call Spanish Translation and Interpretation Services – Agreement for
Services with Carlos Cerecedo, Inc.**

County Counsel Concurrence:

As to form: Yes

Other Concurrence:

As to form: N/A

Auditor-Controller Concurrence:

As to form: Yes

Recommended Actions:

That the Board:

- a) Approve and authorize the Chair to execute an Agreement for Services of Independent Contractor with Carlos Cerecedo, Inc. (Attachment 1) to provide Spanish interpretation and translation services. Services are to be rendered during the period of August 24, 2021, to June 30, 2022, for a base contract amount not to exceed \$85,500;
- b) Approve and authorize the Planning and Development Director, or designee, to:
 - i. Approve up to a 10 percent contingency cost not to exceed \$9,500 for services being performed under the Agreement for Services of Independent Contractor, for a total contract amount not to exceed \$95,000;
 - ii. Approve changes or additions in the services being performed, provided the contract does not exceed the base contract amount plus the 10 percent contingency identified in the contract; and
 - iii. Approve immaterial changes to the contract in accordance with Section 35 of the Agreement.

- c) Determine that the Agreement for Services of Independent Contractor and the Board's actions are not a project and, therefore, are exempt from environmental review pursuant to the California Environmental Quality Act (CEQA) [State CEQA Guidelines Sections 15060(c)(3) and 15378(b)(5)].

Background: The Planning & Development Department is in need of the following translation services:

- Translation and interpretive services in Spanish to English and vice versa, to provide public documents (e.g., permit applications and hearing notices), information provided on the P&D website, and other customer service-related functions; and
- Live simultaneous translation services in Spanish to English and vice versa, for decision-maker hearings (e.g., County Planning Commission) and other public meetings that P&D manages (e.g. boards of architectural review meetings, and workshops regarding Long Range Planning Division projects).

Consistent with the County's procurement policies, P&D made a sole-source selection of Carlos Cerecedo, to provide translation and interpretive services. Carlos Cerecedo, Inc., is an established vendor who has provided translation and interpretive services to various County departments. When combined with other contracts that the County has executed with Carlos Cerecedo, Inc., the Agreement for Services of Independent Contractor (Attachment 1), in an amount not to exceed \$95,000, will exceed the \$200,000 cumulative purchasing threshold and, therefore, requires Board approval.

Fiscal and Facilities Impacts:

Budgeted: Budgeted

Funding for this project is budgeted in the Planning and Development Department's Administration and Long Range Planning Budget Program on page D-301 of the County of Santa Barbara Fiscal Year (FY) 2021-22 adopted budget.

Key Contract Risks:

P&D staff performed a risk analysis of the proposed contract. It is a low risk proposal because (in part) the contract amount is \$95,000, the term is for less than two years, the provision of services is unlikely to be controversial, and is a performance based contract. The Agreement applies the County's standard independent contractor terms and conditions in accordance with Federal and State of California laws and regulations. The risk mitigation includes insurance coverage appropriate for the level of risk involved as determined by P&D in conjunction with the County Risk Manager, and the Agreement indemnifies County agents, officers, and employees, from any claims that may arise from activities performed under the Agreement. In addition, the Agreement includes a Termination for Convenience clause to further mitigate risk.

Staffing Impacts:

No additional staffing is needed to implement and manage this contract.

Special Instructions:

Please forward a copy of the executed Agreement and hearing Action Summary to (1) Crysta Rider, P&D Accounting, and (2) David Villalobos, P&D Hearing Support.

Attachments:

1. Agreement for Services of Independent Contractor
 - Exhibit A: Statement of Work
 - Exhibit B: Payment Arrangements
 - Exhibit C: Indemnification and Insurance Requirements

Authored by:

Dan Klemann, Deputy Director, Long Range Planning Division