



**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: Information Technology
Department No.: 067
For Agenda Of: June 18, 2024
Placement: Administrative
Estimated Time:
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors

FROM: Department Chris Chirgwin, Chief Information Officer, (805) 568-2608
Director(s)
Contact Info: Andre Monostori, Deputy CIO, (805) 568-2606

SUBJECT: **Agreement for Services of Independent Contractor with Pegasus Studios; 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:

- a) Approve and authorize the Chair to execute the Agreement for Services of Independent Contractor with Pegasus Studios to provide audio-visual (A/V) technical support services from July 1, 2024, through June 30, 2027, in the not to exceed amount of \$738,000, with the option to extend the term from July 1, 2027 through June 30, 2028 for an additional \$246,000, increasing the total amount to \$984,000 (Agreement); and
- b) Approve and authorize the Chief Information Officer or their designee to order additional services under the Agreement in an amount not to exceed 10% of the Agreement for FY 24-25 through FY 26-27, or \$73,800, and an additional 10% for FY 27-28, or \$24,600, if the term is extended; and
- c) Determine that the above recommended action is a government funding mechanism or other government fiscal activity, which does not involve any commitment to any specific project that may result in a potentially significant physical impact on the environment and is therefore not a project under the California Environmental Quality Act (CEQA) pursuant to section 15378(b)(4) of the CEQA Guidelines.

Summary Text:

This item is before the Board to approve the Agreement with Pegasus Studios for the procurement of audio-visual services in support of CSBTv and all related A/V production services for FY 24-25 through FY 26-27, with the option to extend the term to FY 27-28, in the amount not to exceed of \$984,000.

Background:

Since September 2021, Pegasus Studios has been an integral partner with the County in support of CSBTv operations, recording and broadcasting of meetings, off-site County events, and related CSBTv production services. Pegasus Studios has sustained a high level of support and assumed responsibility for overseeing the health of the systems required to produce quality content. The service provided is a critical function for Board of Supervisor, LAFCO, SBCAG, and other meeting production and broadcasting.

Fiscal and Facilities Impacts:

Budgeted: Yes. The funding necessary for this agreement is budgeted within the CSBTv program. Upon approval of this agreement, the total cost of these services for the program over the three-year term plus the option year is \$984,000.

Fiscal Analysis:

Funding Sources	FY 24-25	FY 25-26	FY 26-27	FY 27-28 (Option)	Four-Year Total
ITD General Fund Operating Budget	\$ 246,000.00	\$ 246,000.00	\$246,000.00	\$ 246,000.00	\$ 984,000.00

Narrative: The above-referenced Agreement will be funded utilizing Operating Budget of \$984,000. The CSBTv program will continue to be outsourced through fiscal year 2026-2027, with the option to extend the term through fiscal year 2027-2028. The agreement is at a monthly rate of \$20,500 (\$20,500 per month x 12 months = \$246,000 per year x 3 years = \$738,000 + option year (FY 27-28) \$246,000 = \$984,000). The monthly bill will be impacted by any broadcasting services outside of the regular scope of work, such as live streaming services for County press conferences or emergency services. This item requires Board approval because the Agreement will exceed the annual \$200,000 Countywide aggregate spend with this contractor.

Key Contract Risks:

The Agreement for the remainder of the current fiscal year is provided at a fixed cost, limiting any financial risk to the County. The services are being provided by Pegasus Studios, a company with a strong history and financial background, so the overall risk of this Agreement is considered low.

Special Instructions:

Clerk of the Board: Please return one (1) copy of the executed agreement plus the minute order of the action to the Information Technology Department, attention: Onelia Rodriguez, Finance Manager, Information Technology Department.

Attachments:

Attachment A—Pegasus Studios Agreement

Authored by:

Jason Womack, Department Business Specialist, Information Technology Department