



**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: March 19, 2024
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: Multi-Department Master Service Agreement – All Districts

County Counsel Concurrence

As to form: Yes *

Other Concurrence: Procurement, Human Resources

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 annual Master Service Agreement (“MSA”) with Carlo Achdjian in an amount not to exceed \$200,000, for the services specified in the respective Statements of Work attached as Exhibits to such MSA (Attachment 1); 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 annual Master Service Agreement (“MSA”) with Carlo Achdjian, in the respective not-to-exceed amounts of \$200,000. As detailed in the Statement of Work attached to the MSA (Attachment 1), Carlo Achdjian is to provide real estate broker and consulting services for the General Services Department Real Property Division, as well as the Public Works Department Flood Control and Water Resources Division. The Real Property Division in General Services currently is not at full staffing levels and unable to meet the demand and expertise required for these types of services, with existing employees. The department is currently recruiting for a Real Property Agent III, and once filled will position Real Property to meet service demands with employee resources. The MSA is to be executed and administered by the Purchasing Agent, and is substantially similar to the template Master Service

Agreement for independent contractor services exceeding \$200,000 in annual aggregate costs (“MSA Template”) approved by the Board of Supervisors on January 10, 2023.

Background: The General Services Department Procurement Services Division (“Purchasing”) is focused on analyzing contracts, vendors, and spend amounts across County departments, and working on a Countywide level to make informed decisions on strategic sourcing opportunities. Purchasing leads the process of evaluating whether to participate in cooperative purchasing agreements, creating and managing certain countywide purchasing contracts.

Pursuant to County Code §2-42, the Purchasing Agent is authorized to engage independent contractors to perform services, with or without the furnishing of materials, within the limits provided by state law. Contracts for services of independent contractors with an annual aggregate cost in excess of \$200,000 are subject to Board approval.

On January 10, 2023, the Board of Supervisors approved the MSA Template and administrative changes to streamline the process for Board approval of such MSAs. Under such streamlined MSA procedures, Purchasing drafts, packages, presents for Board approval, and administers multi-Department MSAs exceeding the aforementioned \$200,000 threshold using the Board-approved MSA Template, and Statement(s) of Work attached thereto specifying the services to be provided thereunder as requested by participating County departments, and other terms and conditions on file and approved by County Counsel and Risk, as appropriate.

The updated MSA process enables Purchasing to propose that the Board approve an MSA with a vendor that is routinely being utilized by multiple County departments for similar services when the annual aggregate amount of County payments to such vendor exceeds, or is expected to exceed, \$200,000. Purchasing then tracks and manages the aggregate dollar amounts of payments made under each Board-approved MSA on an ongoing basis throughout the term of such MSA, and recommends Board approval of amendments to such MSA as needed in order to increase the aggregate expenditure amount authorized under such MSA, and/or to provide for additional services thereunder, e.g., in the event that additional County departments desire to procure such services thereunder during the term of such MSA.

Fiscal and Facilities Impacts:

Budgeted: The General Services and Public Works Departments will submit budget revisions, if needed, to fulfill cost obligations.

Fiscal Analysis:

The price(s) and other terms and conditions for specific services to be provided pursuant to an MSA are set forth in Statement(s) of Work attached as Exhibit A to such MSA (Attachment 2). Each County department is responsible for ensuring that sufficient appropriations are included in their respective adopted budget prior to submitting to Purchasing a request for inclusion in an MSA a Statement of Work for the services that such department desires to procure under such MSA.

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: MSA with Carlo Achdjian

Authored by:

Phung Loman and Lynne Dible, General Services