



**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:** April 23, 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:** 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 BMAK, Inc., a California corporation doing business as CompuWave, Inc (Attachment 1) increasing the Maximum Contract Amount by \$200,000.00 for an amended Maximum Contract Amount of \$950,000.00 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 the Master Service Agreement with BMAK, Inc., a California corporation doing business as CompuWave, Inc, increasing the Maximum Contract Amount by \$200,000 for an amended Maximum Contract Amount of \$950,000.

**Background:** Procurement Services administers annual multi-department MSAs for the services specified therein. On May 16, 2023, the Board approved a MSA with BMAK, Inc., a California corporation doing business as CompuWave, Inc with a Maximum Contract Amount of \$750,000.

Procurement Services is requesting an increase in the Maximum Contract Amount payable under the aforementioned MSA in order to pay for such additional software subscription services and licenses thereunder due to increased ITD needs for such services. Procurement Services recommends Board approval of the Amendment in order to increase the aggregate expenditure amount authorized under the MSA, and to provide for 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. County departments requesting an increase in the amount of compensation payable for services under the MSA are responsible for ensuring that sufficient appropriations are included in such requesting department's adopted budget prior to submitting a request to Procurement Services for such an MSA amendment.

**Staffing Impacts:**

**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).

**Attachments:**

Attachment 1: First Amendment to Master Service Agreement– BMAK, Inc., a California corporation doing business as CompuWave, Inc., dated April 23, 2024.

Attachment 2: Master Service Agreement: CompuWave, Inc, approval date May 16, 2023.

**Authored by:**

Phung Loman and Lynne Dible, General Services