



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 23, 2022
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: Dan Klemann, Deputy Director, Long Range Planning Division,
Planning and Development Department (805) 568-2072
**SUBJECT: On-Call Spanish Translation and Interpretive 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, ratify, and authorize the Chair to execute an Agreement for Services of Independent Contractor with Carlos Cerecedo, Inc. (Attachment 1) to provide Spanish interpretive and translation services. Services are to be rendered during the Initial Term of July 12, 2022, to June 30, 2023, with a base Agreement amount not to exceed \$85,500, plus a contingency fund of \$9,500, for a total not to exceed amount of \$95,000. The Agreement includes two Options to extend the Agreement by an additional year, each year with the same funding as the Initial Term, the total Agreement amount including exercise of both options will not exceed \$285,000 or extend beyond June 30, 2025.
- b) Approve and authorize the Planning and Development Department Director, or designee, to:
 - i. Exercise Option 1 and Option 2, each for an additional year, in accordance with Section 4 of the Agreement;
 - ii. Approve up to a 10 percent contingency not to exceed \$9,500 for services or reimbursements each year, for a total up to \$28,500 if the County exercises Option 1 and Option 2;

- iii. Approve changes or additions in the services being performed, provided the Agreement does not exceed the annual base amount plus the 10 percent contingency amount of \$95,000 for each year; and
 - iv. Approve immaterial changes to the Agreement in accordance with Section 35 of the Agreement.
- c) Determine that the proposed actions do not constitute a “Project” within the meaning of California Environmental Quality Act (CEQA), pursuant to Section 15378(b)(4) of the CEQA Guidelines, because the actions are creation of governmental funding mechanisms or other government fiscal activities which do not involve any commitment to any specific project which may result in a potentially significant physical impact on the environment.

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

- Translation and interpretive services in Spanish to English and vice versa, to prepare public documents (e.g., permit applications and hearing notices), provide information on the Planning and Development Department website, and provide other customer services; and
- Live simultaneous interpretive services in Spanish to English and vice versa, for decision-maker hearings (e.g., County Planning Commission) and other public meetings that the Planning and Development Department 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 the Planning and Development Department and other 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 annually, 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 387 of the County of Santa Barbara Fiscal Year (FY) 2022-23 adopted budget.

Key Contract Risks:

P&D staff performed a risk analysis of the proposed Agreement. It is a low risk proposal because (in part) the Agreement amount is \$95,000 annually, the term is for less than a year with the option to extend it up to two years in annual increments, the provision of services is unlikely to be controversial, and is a performance based Agreement. 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 the Planning and Development Department 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 Agreement.

Special Instructions:

Please forward a copy of the executed Agreement and hearing Action Summary to (1) David Mitchell, 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