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**Chief Executive Office.**

**COUNTY OF LOS ANGELES**

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**Chief Executive Officer**

Fesia A. Davenport

"To Enrich Lives Through Effective and Caring Service"

**ADOPTED**

BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

31 February 27, 2024

February 27, 2024

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

JEFF LEVINSON  
INTERIM EXECUTIVE OFFICER

Dear Supervisors:

**REQUEST FOR DELEGATED AUTHORITY TO  
ADD/DELETE SERVICE CATEGORIES TO THE  
AS-NEEDED STRATEGIC PLANNING AND RELATED CONSULTING SERVICES  
MASTER AGREEMENTS  
(ALL DISTRICTS) (3 VOTES)**

**SUBJECT**

Request delegated authority to add/delete service categories to the Strategic Planning and Related Consulting Services (SPRCS) Master Agreement administered by the Chief Executive Office (CEO) to expand the categories of consulting services for Los Angeles County (County) departments.

**IT IS RECOMMENDED THAT THE BOARD:**

Authorize the Chief Executive Officer, or her designee, to: (i) add/delete service categories and/or applicable exhibits of the SPRCS Master Agreement to allow CEO to execute additional Master Agreements or amend existing Master Agreements if vendors qualify, (ii) remove the cap of maximum forty (40) qualified vendors to allow additional vendors to qualify under the new and existing service categories, (iii) approve assignment and delegation of the Master Agreement resulting from acquisitions, mergers, or other changes in entity, (iv) make changes to the terms and conditions to align with Board policy changes and directives and (v) suspend or terminate Master Agreements for administrative convenience.

## **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

On June 20, 2017, the Los Angeles County Board of Supervisors (Board) authorized the Chief Executive Officer, or her designee, to execute and amend SPRCS Master Agreements with the service categories of: Strategic Planning, Performance Measurement, and/or Process Improvement Services with qualified vendors who meet the minimum requirements outlined in the Request for Statement of Qualifications (RFSQ) issued March 2, 2017. The original term was four (4) years and six (6) months through December 31, 2021, with two (2) additional two-year option periods, and six (6) months, for a potential maximum term of eight (8) years and six (6) months. Option periods were to be exercised at the sole discretion of the Chief Executive Officer or her designee, as authorized by the Board. On November 1, 2021, CEO executed an amendment to exercise the first two-year option to extend the term of the Master Agreement through December 31, 2023, and updated certain standard County contract provisions.

In December 2023, CEO executed a second amendment to exercise the second and final two-year option to extend the term of the Master Agreement through December 31, 2025, at the sole discretion of the Chief Executive Officer or her designee as authorized by the Board. Exercising the final option will provide CEO sufficient time to perform an in-depth analysis of service needs for a successor solicitation and Master Agreement.

The Master Agreement has been a useful tool for County departments to utilize the existing SPRCS MA for as needed consulting services. Approval of the recommendation will allow CEO to add new service categories to meet the emerging needs of County departments. The CEO has received feedback and interest from County departments to utilize the SPRCS as new service categories are added. Once authorized, CEO anticipates developing new service categories within the areas of Emergency Management and Planning, Hazard Mitigation, Grant Management and Legislative Advocacy and Strategic Consultation. The new service categories will also allow CEO to execute additional Master Agreements with new vendors and effectively manage the solicitation process and subsequent Work Orders (WO).

Additionally, this request will provide a competitive solicitation method for County departments to utilize the new service categories as they become available. Establishment of the list of qualified vendors within the new service categories will allow County departments to achieve a greater level of efficiency and reduce or eliminate redundant processes. As the need for new services arises, a WO solicitation will be sent to the pool of qualified contractors in the applicable category.

## **Implementation of Strategic Plan Goals**

The recommended actions support the County's Strategic Plan Goal Three, Realize Tomorrow's Government Today, Strategy III.3, Pursue Operational Effectiveness, Fiscal Responsibility, and Accountability which eliminates the need for an individual department to complete a formal solicitation process and provides a streamlined approach to obtain similar professional services.

## **FISCAL IMPACT/FINANCING**

There is no General Fund/Net County Cost impact associated with this Master Agreement. County departments that pursue work orders will need to identify funding in their respective budgets to procure services through the Master Agreement.

## **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

In 2017, the Board approved the SPRCS Master Agreement and within that approval the CEO stated it will accept and evaluate Statement of Qualifications (SOQs) from additional vendors throughout the term of the Master Agreement, not to exceed a maximum of forty (40) qualified vendors. SOQs received and exceeding the maximum will be reviewed at the County's discretion for future consideration. Since the CEO is recommending adding additional service categories, the cap of 40 qualified vendors is being requested to be discontinued in order to allow the inclusion of additional qualified vendors within the new service categories.

CEO will continue to administer the SPRCS Master Agreement and will provide overall direction and guidance to County departments regarding the solicitation process, including utilizing the new service categories. Additionally, CEO will continue to manage the SPRCS Master Agreement guidelines and resources on the mylacounty.gov website and will ensure SOQs submitted by qualified contractors are available for County departments to review when considering use of the SPRCS Master Agreement.

## **CONTRACTING PROCESS**

The RFSQ was released on March 2, 2017, to solicit SOQs from vendors with demonstrated experience providing consulting services in one or more of the three service categories: Strategic Planning, Performance Measurement, and/or Process Improvement Services. Currently, there are approximately 30 qualified contractors that provide services under SPRCS.

Subsequent to your Board's approval, CEO will release an addendum to the current SPRCS Master Agreement RFSQ and will update the posting on the County's "Doing Business with Us" website to announce the opportunity to County vendors to qualify as a contractor under the new service categories when they become available. Existing qualified contractors will also have the opportunity to qualify for the new service categories. All SOQs received will be reviewed for compliance with the minimum mandatory requirements in the RFSQ. Those in compliance with the requirements will be awarded a Master Agreement as authorized by your Board. Once the SPRCS Master Agreements have been fully executed, the updated list of approved contractors will be posted on mylacounty.gov website for County departments to utilize. The RFSQ will remain open and continuous, and vendors will be able to submit SOQs during the term of the Master Agreement.

## **IMPACT ON CURRENT SERVICES (OR PROJECTS)**

Approval to add/delete service categories and qualified vendors will allow County departments to continue to access expanded services under the SPRCS Master Agreement.

The Honorable Board of Supervisors

2/27/2024

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Respectfully submitted,

A handwritten signature in black ink, appearing to read "Fesia A. Davenport". The signature is fluid and cursive, with a large initial "F" and "D".

FESIA A. DAVENPORT

Chief Executive Officer

FAD:JMN:ADC

CA:JH:jc

c: Executive Office, Board of Supervisors  
County Counsel