

RESOLUTION NO. _____

BOARD OF SUPERVISORS, COUNTY OF SAN MATEO, STATE OF CALIFORNIA

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RESOLUTION APPROVING A MASTER SERVICES AGREEMENT (MSA) MODEL WITH INTERETHNICA UNDER WHICH THE COUNTY EXECUTIVE, OR DESIGNEE(S), IS AUTHORIZED TO EXECUTE AGREEMENTS WITH INTERETHNICA, INCLUDING THOSE WITH A MAXIMUM FISCAL OBLIGATION EXCEEDING \$200,000, FOR TOWN HALL FACILITATION SERVICES IN A TOTAL AMOUNT NOT TO EXCEED \$500,000 FOR A TERM OF JUNE 15, 2023 THROUGH JUNE 30, 2024

RESOLVED, by the Board of Supervisors of the County of San Mateo, State of California, that:

WHEREAS, in May 2023, after conducting a Request for Qualifications (RFQ) for community surveys and meeting facilitation services, the County selected InterEthnica; and

WHEREAS, on June 15, 2023, the County and InterEthnica entered into an agreement under which InterEthnica would facilitate up to seven (7) Town Hall meetings, and develop, implement, and analyze a Countywide survey, regarding community priorities for Measure K, in exchange for payment of not to exceed \$199,495 for services through March 31, 2024; and

WHEREAS, on June 25, 2023, the County entered into a second, separate agreement with InterEthnica to provide facilitation services for a Town Hall meeting regarding the County's potential purchase of the La Quinta Inn & Suites in the City of Millbrae as a location for Project HomeKey eligible uses, in exchange for payment of not to exceed \$23,785 for services through October 31, 2023; and

WHEREAS, the County currently intends to enter into a third agreement with InterEthnica to provide facilitation services for another Town Hall meeting, this one regarding the County's potential purchase of the Ramada Inn in the City of South San Francisco as another location for Project HomeKey eligible uses, in exchange for payment of not to exceed \$41,690 for services through November 30, 2023; and

WHEREAS, the Board, anticipating the need for additional future Town Hall facilitation services, desires to approve a Master Services Agreement (MSA) model with InterEthnica under which the Chief Executive, or designee(s), is authorized to execute agreements with InterEthnica, including those with a maximum fiscal obligation exceeding \$200,000, for Town Hall facilitation services in a total amount not to exceed \$500,000 for a term covering June 15, 2023 through June 30, 2024; and

WHEREAS, the scope of services for each agreement entered into with InterEthnica under the MSA model shall be substantially similar to those reflected on **Attachment A** of the accompanying Board memorandum, and consist of the development, facilitation, and analysis of County-sponsored Town Hall meetings; and

WHEREAS, all agreements and/or amendments entered into with InterEthnica through the MSA process would be subject to approval by the County Attorney to ensure appropriate procurement and contracting practices are followed.

NOW, THEREFORE, IT IS HEREBY DETERMINED AND ORDERED that the Board approves a MSA model with InterEthnica under which the County Executive, or designee(s), is authorized to execute agreements with InterEthnica, including those with a maximum fiscal obligation exceeding \$200,000, for Town Hall facilitation services in a

total amount not to exceed \$500,000 for a term of June 15, 2023 through June 30, 2024, in a manner consistent with the Board's findings set forth in this Resolution.

BE IT FURTHER RESOLVED that the County Executive, or designee(s), is authorized to execute contract amendments to any existing or future agreement entered into with InterEthnica under the MSA model which modify the County's maximum fiscal obligation for each agreement by no more than \$25,000 (in aggregate) and/or modify the contract term and/or services so long as the modified term or services is/are within the current or revised fiscal provisions.

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