



County of San Mateo

Inter-Departmental Correspondence

Department: COUNTY EXECUTIVE

File #: 22-978

Board Meeting Date: 12/13/2022

Special Notice / Hearing: None
Vote Required: Majority

To: Honorable Board of Supervisors

From: Michael Callagy, County Executive

Subject: Amendment to Aminto Consulting, LLC Agreement

RECOMMENDATION:

Adopt a resolution authorizing an amendment to the agreement with Aminto Consulting, LLC for support and assistance with the San Mateo County Pandemic Recovery Initiative, increasing the amount payable under the agreement by \$60,000, for a new not-to-exceed amount of \$235,000 and extending the term through April 30, 2023.

BACKGROUND:

On January 27, 2022, the County entered into an agreement with Aminto Consulting, LLC ("Aminto Consulting") for support and assistance with the San Mateo County Pandemic Recovery Initiative in an amount not to exceed \$175,000 and a term ending December 1, 2022 ("Agreement").

Over the past year, Aminto Consulting has assisted the County's pandemic recovery team ("Recovery Team") with project development, tracking and monitoring project progress, researching best recovery practices, working with community partners on the workforce development and small business grant programs, developing PowerPoint presentations for the Board of Supervisors, Recovery Coordination Council, Vaccination Communication Equity Working Group, and many other assignments. Megan Aminto, the principal at Aminto Consulting, has been an invaluable member of the Recovery Team and recently assisted with the development of the County's American Rescue Plan Act ("ARPA") report posted on the County website and submitted to the federal government.

DISCUSSION

Due to the ongoing negative impacts of the pandemic, the County continues to provide programs and grants to support local small businesses, socially and economically disadvantaged children and families, and workers negatively impacted by the pandemic. Aminto Consulting's services are needed to assist the Recovery Team with these critical efforts, including allocation and distribution of the County's 2023 Summer Enrichment Grant Program and the expanded North Fair Oaks Small Business Grant Program, preparation of the quarterly ARPA reports in January and April of 2023, and

other assignments as needed through the end of April 2023.

The Agreement was signed by the Director of Emergency Services under the authority granted by Board Resolution No. 077305, which waived standard County procurement requirements. Since then, in accordance with applicable procurement requirements under the American Rescue Plan Act (ARPA), County staff employed informal procurement methods to select Aminto Consulting as the responsible provider available for support and assistance with the San Mateo County Pandemic Recovery Initiative.

Accordingly, it is recommended that the Board authorize the County Executive, or designee(s), to amend the existing Agreement with Aminto Consulting, effective December 2, 2022, to increase the amount payable by \$60,000, for a new not-to-exceed amount of \$235,000, and to extend the term through April 30, 2023 ("Amendment").

FISCAL IMPACT:

The Amendment will be funded exclusively with ARPA funds to the extent available and eligible. However, to the extent appropriate, these costs may ultimately be covered by reimbursement from funds provided through other County, state and/or federal funds that may be made available in connection with the County's response to the COVID-19 pandemic. The \$60,000 in ARPA funds for the Amendment are included in the FY 2022-23 adopted budget.