



# County of San Mateo

## Inter-Departmental Correspondence

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**Department:** COUNTY EXECUTIVE

**File #:** 24-042

Board Meeting Date: 1/23/2024

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**Special Notice / Hearing:** None  
**Vote Required:** Majority

**To:** Honorable Board of Supervisors

**From:** Michael P. Callagy, County Executive

**Subject:** Amendment Four to the Agreement with Aminto Consulting, LLC

**RECOMMENDATION:**

Adopt a resolution authorizing and directing the President of the Board to execute amendment four to the County's Agreement with Aminto Consulting, LLC, to provide continued services for pandemic recovery and compliance with the American Rescue Plan Act (ARPA), to extend the term through April 30, 2025, increasing the County's maximum fiscal obligation by \$31,350 to a new total of \$266,350 for continued services through the extended term, and to replace Exhibits A and B1 with new exhibits reflecting revised services and payment terms.

**BACKGROUND:**

On January 27, 2022 the County entered into an agreement (the "Agreement") with Aminto Consulting, LLC, to provide assistance to the San Mateo County Recovery Initiative ("Initiative") in response to the COVID-19 pandemic. The Agreement is funded as an administrative expense under the federal American Rescue Plan Act (ARPA). The initial term of the Agreement was from January 14, 2022 through December 1, 2022 for an amount not to exceed \$175,000.

On December 2, 2022, as need for the consulting serves continued, the County amended the Agreement to increase the County's fiscal obligation by \$60,000 to a total amount of \$235,000, extended the term through April 30, 2023, and replaced Exhibit B with Exhibit B1 (rev. December 13, 2022) to reflect updated payment terms.

On February 17, 2023, the County amended the Agreement a second time to extend the term through December 31, 2023, with no change to the County's fiscal obligation, and added US Treasury and ARPA administrative and compliance support to the existing Exhibit A.

On December 12, 2023, the County amended the Agreement a third time to extend the term through January 31, 2024.

The Parties now wish to amend the Agreement a fourth time to extend the term through April 30,

2025, increase the County’s maximum fiscal obligation by \$31,350 to a new not-to-exceed amount of \$266,350, and replace Exhibit A and Exhibit B1 with revised Exhibit A1 and B2, respectively reflecting the revised services and payment terms.

**DISCUSSION:**

Aminto Consulting, LLC has been supporting the County’s recovery work from the COVID-19 pandemic since January 2022 by providing the following services under the Agreement:

- Helping the County’s recovery staff to set up and maintain a tracking system to monitor the progress of the Initiative, outstanding assignments and developing internal meeting agendas.
- Supporting the US Treasury and American Rescue Plan Act administrative and reporting compliance.
- Participating in Recovery Team meetings to provide updates, being a thought partner, and contributing to Initiative progress.
- Co-leading the Workforce Development component of the Initiative, including, but not limited to monitoring consultants to ensure they are meeting performance targets, staying on budget, and providing timely reports to the County’s Recovery Team.
- Co-leading the Small Business Assistance component of the Initiative, including developing programs, working with partners on program implementation plans including grants programs, tracking results of County investments, and coordinating State and Federal small business funding opportunities through the County lobbyists.
- Proving help, as needed, with the roll-out of the CALOSBA grant program for micro-businesses including providing coaching and management guidance to staff and support as requested to the project leader.
- Assisting as needed with the Housing component of the Initiative including reporting on programs, tracking progress, and serving as a liaison with County departments and staff.
- Assisting as needed with the Children’s Services component of the Initiative but not limited to helping with the extended learning and childcare grant programs and monitoring grant program operations delegated to community partners.
- Assisting with Initiative meetings including agenda development, PPT design, additional materials and presentations to the Recovery Coordination Council, Vaccine Communication and Equity Working Group, Equity Recovery Groups and other organizations, committees and officials as needed.
- Assisting with other assignments related to the Initiative as requested.

As the County continues to require recovery and ARPA compliance services in connection with the San Mateo County Recovery Initiative, staff recommends that the Board approve the proposed Amendment 4 to the Agreement to extend the term through April 30, 2025, increase the County’s fiscal obligation by \$31,350 to a new total of \$266,350, and to replace Exhibit A and Exhibit B1 with, respectively, revised Exhibits A1 and B2, reflecting the revised services and payment terms.

The County Attorney has reviewed the proposed Amendment 4 to the Agreement and the accompanying resolution as to form.

**PERFORMANCE MEASURE:**

Measure	Target
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Provide administrative support to the San Mateo County Recovery Initiative through its completion.	Complete
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**EQUITY IMPACT:**

The COVID-19 global pandemic amplified inequities and created hardships for the community's most vulnerable, including small businesses, socially and economically disadvantaged children and families, and workers who were displaced by the pandemic. In response, the County implemented the Initiative to set in place programs to assist those negatively affected by the Pandemic. Continued careful administration of the work accomplished through this Initiative is necessary to track and document the County's efforts of assisting residents as they recover from the pandemic.

**FISCAL IMPACT:**

Funding for this Agreement is provided by the County's allocation of State and Local Fiscal Recovery Funds under ARPA. By approving this proposed Amendment 4 to the Agreement, an additional \$31,350 of ARPA funds will be expended under the Agreement, for a total of \$266,350.