



County of San Mateo

Inter-Departmental Correspondence

Department: COUNTY EXECUTIVE

File #: 23-718

Board Meeting Date: 9/12/2023

Special Notice / Hearing: None
Vote Required: Majority

To: Honorable Board of Supervisors
From: Michael C. Callagy, County Executive
Subject: Master Services Agreement with InterEthnica

RECOMMENDATION:

Adopt a 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

BACKGROUND:

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

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. The maximum fiscal obligation of this agreement is \$199,495 for services through March 31, 2024.

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. The maximum fiscal obligation of this second agreement with InterEthnica is \$23,785 for services through October 31, 2023.

The County 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. The maximum fiscal obligation of this third agreement will be \$41,690 for services through November 30, 2023.

DISCUSSION:

Anticipating the need for additional future Town Hall facilitation services, staff recommends that the Board approve a 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. The \$500,000 not-to-exceed amount under the MSA model includes the two existing agreements with InterEthnica (with a combined maximum fiscal obligation of \$223,280), the third proposed agreement (with a maximum fiscal obligation of \$41,690), and additional anticipated agreements for Town Hall facilitation services through June 30, 2024.

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

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

The County Attorney has reviewed and approves as to form the resolution approving the MSA model with InterEthnica.

EQUITY IMPACT:

The County is dedicated to conducting meaningful and culturally appropriate outreach to diverse communities affected by County policies and receiving feedback from those communities, purposes furthered by the MSA model with InterEthnica. Staff does not anticipate any negative impacts from the Board's approval of the MSA.

FISCAL IMPACT:

The \$500,000 in funding for the MSA model with InterEthnica will come from County General Funds and is within available revenues budgeted in the Recommended Budget for FY 23-24.