

**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

141



FORM APPROVED COUNTY COUNSEL
BY: Jhaila R. Brown 6-26-14
DATE
Departmental Concurrence

FROM: Economic Development Agency/

SUBMITTAL DATE:
July 2, 2014

SUBJECT: Riverside County 2014 Community Indicators Report Agreement, All Districts, [\$50,000] Economic Development Fund 100%

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the attached sole source procurement request (Procurement Request) for the provision of services by The Community Foundation, in an amount not to exceed \$50,000 (all inclusive), for the creation and production of the Riverside County 2014 Community Indicators Report; and
2. Authorize the Assistant County Executive Officer/EDA or designee to negotiate and execute (i) a professional services agreement (or the equivalent) with The Community Foundation consistent with the terms of the Procurement Request, and (ii) any subsequent amendments to the subject agreement so long as the Board approved contract amount is not increased, provided the agreement and any amendments are approved as to form by County Counsel.

(Continued)

[Signature]

Robert Field
Assistant County Executive Officer/EDA

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost:	POLICY/CONSENT (per Exec. Office)
COST	\$ 50,000	\$ 0	\$ 50,000	\$ 0	Consent <input type="checkbox"/> Policy <input checked="" type="checkbox"/>
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$ 0	
SOURCE OF FUNDS: Economic Development Fund 100%				Budget Adjustment: No	
				For Fiscal Year: 2014/15	

C.E.O. RECOMMENDATION:

APPROVE

BY: Rohini Dasika
Rohini Dasika

County Executive Office Signature

MINUTES OF THE BOARD OF SUPERVISORS

FISCAL PROCEDURES APPROVED
PAUL ANGLILO CPA, AUDITOR-CONTROLLER
BY: Esteban Hernandez

- A-30
- 4/5 Vote
- Positions Added
- Change Order

Prev. Agn. Ref.: N/A

District: ALL

Agenda Number:

3-18

SUBMITTAL TO THE BOARD OF SUPERVISORS, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA

Economic Development Agency

FORM 11: Riverside County 2014 Community Indicators Report Agreement, All Districts, [\$50,000] Economic Development Fund 100%

DATE: July 2, 2014

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BACKGROUND:

Summary (Continued)

The Community Foundation serving the Counties of Riverside and San Bernardino Counties created and produced the past Riverside County Community Indicators Reports. The report presents research and analysis that reflects key indicators of our county's economic, social and environmental wellbeing.

The Community Indicators Report provides a valuable tool to evaluate, target and address important issues annually.

One sample indicator will look at employment and salaries in five industry clusters chosen to reflect the diversity of Riverside County employment, major economic drivers within the county, and important industry sectors for workforce development. Approximately 41% of all Riverside County jobs can be found in the five clusters described in this indicator.

The report offers an honest and objective self-assessment of the county. The Community Foundation has the ability and resources to create and produce this report for 2014. The Community Indicators Report has a total sponsored cost of \$50,000. Provided the Board approves the attached sole source procurement request, Economic Development Agency (EDA) will initially cover the full amount of \$50,000. Pending commitment from other county departments' sponsorships, EDA will be partially reimbursed, depending on the other county department contributions. Last year, county departments sponsored \$11,500 for the 2013 Community Indicators Report; EDA paid for the balance of \$38,500. If approved, EDA will solicit sponsorships from county departments for the 2014 report.

Many reports are regional and give information on San Bernardino County and Riverside County only as a collective region. This report is customized, tailored to Riverside County and provides specific data that applies only to our County. The Community Foundation is the only entity that produces this particular report. The report reflects an on-going commitment to promote advocacy for our region's key needs and issues that will build stronger collaborations to address these needs.

Upon approval of the attached sole source procurement request, a professional services agreement (or an equivalent agreement) will be negotiated and prepared by the County and The Community Foundation, which shall be approved as to form by County Counsel. The agreement shall contain, at a minimum, the following terms and provisions:

- Terms consistent with the Board of Supervisor's approved sole source procurement request, including, but not limited to a contract price of \$50,000, all inclusive; and
- Standard County contract terms and provisions.

County Counsel has reviewed and approved the attached document. Staff recommends approval of the attached document.

Impact on Residents and Businesses

The Community Indicators Report will give community leaders another tool to help address and resolve important issues affecting residents and businesses.

Attachment

Sole Source Procurement Request

Date: June 13, 2014
From: Rob Field Department/Agency: Economic Development Agency
To: Board of Supervisors/Purchasing Agent
Via: Purchasing Agent
Subject: The Community Foundation Sponsorship: 2014 Riverside County Community Indicators Report

The below information is provided in support of my Department requesting approval for a sole source. Outside of a duly declared emergency, the time to develop a statement of work or specifications is not in itself justification for sole source.

1. **Supply/Service being requested:** Sponsorship of The Community Foundation and its 2014 Riverside County Community Indicators Report
2. **Supplier being requested:** The Community Foundation
3. **Alternative suppliers that can or might be able to provide supply/service:** None; this is unique product/sponsorship
4. **Extent of market search conducted:** N/A
5. **Unique features of the supply/service being requested from this supplier, which no alternative supplier can provide:** The Community Foundation manages the specific product EDA desires to sponsor: Community Indicators Report.
6. **Reasons why my department requires these unique features and what benefit will accrue to the county:** EDA desires to support The Community Foundation, a regional non-profit organization. The Community Foundation's mission fits within a core part of EDA's mission: enhance quality of life. EDA and other partnering county departments will receive printed copies of the Community Indicators Report as well as access to the electronic report available on The Community Foundation's website. The report presents research and analysis that reflects key indicators of our county's economic, social and environmental wellbeing. The Community Indicators Report provides a valuable tool to evaluate, target and address important issues. The report offers an honest and objective self-assessment of the county.
7. **Price Reasonableness including purchase price and any ongoing maintenance or ancillary costs from the supplier:** The sponsorship is \$50,000. There are no maintenance or ancillary costs.
8. **Does moving forward on this product or service further obligate the county to future similar contractual arrangements or any ongoing costs affiliated with this sole source? (Maintenance, support, or upgrades, if so, please explain).** No further obligation.
9. **Period of Performance:** July 1, 2014 until completion of The Community Indicators Report: September 19, 2014

(Provide a defined period of performance. Please note multi-year terms require Board approval, unless renewable in one year increments and the Purchasing Agent approves the terms.)

Sole Source:

The Community Foundation Sponsorship: 2014 Riverside County Community Indicators


Robert Field, Assistant County Executive Officer/EDA
Department Head Signature

Date

Purchasing Department Comments:

Approve

Approve with Condition/s

Disapprove

Not to exceed: \$

50,000

One time

Annual Amount through


Purchasing Agent

6/25/2014
Date

15-050
Approval Number
(Reference on Purchasing Documents)