

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



**ITEM: 3.6
(ID # 13395)**

MEETING DATE:
Tuesday, December 15, 2020

FROM: BUSINESS AND COMMUNITY SERVICES AND Purchasing and Fleet Services:

SUBJECT: BUSINESS AND COMMUNITY SERVICES: Ratify and Approve Amendment No. 1 to the Professional Services Agreement with Angela Janus for consulting services under the Coachella Valley Small Business Development Center without seeking competitive bids for three years; [Fourth and Fifth Districts]; [Total Cost \$210,000; up to \$21,000 in additional compensation] [\$70,000 Annually]; 100% Coachella Valley Small Business Development Center Grant funds; CEQA Exempt

RECOMMENDED MOTION: That the Board of Supervisors:

1. Find that the attached Professional Services Agreement Amendment by the County of Riverside and Angela Janus is exempt under the California Environmental Quality Act (CEQA) pursuant to State CEQA Guidelines Section 15061(b)(3) and 15301;
2. Ratify and approve Amendment No. 1 to the Professional Services Agreement with Angela Janus for business consulting services for the Coachella Valley Small Business Development Center hosted by Riverside County Business and Community Services without seeking competitive bids for \$70,000 annually, at a total aggregate amount of \$210,000 for three years through June 20, 2022, and authorize the Chairman of the Board of Supervisors to sign the Amendment on behalf of the County; and

ACTION: Policy


Suzanne Holland, Director of EDA 10/16/2020

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Spiegel, seconded by Supervisor Jeffries and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as.

Ayes: Jeffries, Spiegel, Washington, Perez and Hewitt
Nays: None
Absent: None
Date: December 15, 2020
xc: BCS

Kecia R. Harper
Clerk of the Board

By 
Deputy

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3. Authorize the Purchasing Agent, in accordance with Ordinance No. 459, based on the availability of fiscal funding and as approved by County Counsel to sign amendments that exercise the options of the agreement including modifications of the statement of work that stay within the intent of the Agreement; and sign amendments to the compensation provisions that do not exceed the sum total of ten percent (10%) of the total annual cost of the contract.

| FINANCIAL DATA | Current Fiscal Year: | Next Fiscal Year: | Total Cost: | Ongoing Cost |
|---|-----------------------------|--------------------------|---|---------------------|
| COST | \$ 140,000 | \$ 70,000 | \$ 210,000 | \$ 0 |
| NET COUNTY COST | \$ 0 | \$ 0 | \$ 0 | \$ 0 |
| SOURCE OF FUNDS 100% CVSBDC Grant Funds; \$210,000 | | | Budget Adjustment: No | |
| | | | For Fiscal Years: 19/20 to 21/22 | |

C.E.O. RECOMMENDATION: Approve.

BACKGROUND:

Summary

On August 25, 2020 the Board of Supervisor’s approved Subcontract S-7308, a yearly contract between the Riverside County Business and Community Services department and California State University Fullerton Auxiliary Services Corporation (ASC), to operate the Coachella Valley Small Business Development Center (CVSBDC) to assist entrepreneurs and small business owners. The CVSBDC is located in the Indio Workforce Development Center and its service territory covers the area from the community of Cabazon to the City of Blythe in eastern Riverside County. The CVSBDC services are designed to assist small businesses in solving problems and fostering small business growth, expansion, innovation, productivity and management improvement. The CVSBDC core service is small business consulting which is primarily delivered by independent contractors. The CVSBDC currently has a Professional Services Agreement (PSA) #EDARC-91820-009-06/22 that was originally procured through a Single Source Justification (SSJ) with Angela Janus (Consultant) to provide these services in the Coachella Valley. The purpose of this item is to request approval to amend the current PSA in order to increase the compensation for Angela Janus beyond the current limit of \$50,000 to \$70,000 for three fiscal years from FY 19/20 to FY 21/22. Due to the COVID-19 Pandemic Response, the CVSBDC has been overwhelmed by businesses seeking services and the contracted amount will be exhausted before the end of this fiscal year. Businesses need the one-on-one services provided by Consultant to access CARES Act support programs, business financing, and individualized services to adapt business models to current market conditions. In addition, it is anticipated that next fiscal years will see a greater increase in businesses seeking consulting services to aid in their recovery from impacts of COVID-19 in the Coachella Valley.

Pursuant to the California Environmental Quality Act (CEQA), the PSA for CVSBDC consulting services (Project) was reviewed and determined to be categorically exempt under State CEQA Guidelines Section 15061(b)(3), General Rule or “Common Sense” Exemption. The PSA relates to consulting services through the CVSBDC within the existing Indio Workforce Development Center office. This will involve one-on-one counseling for access to capital

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assistance and training seminars to small businesses and does not involve any commitment to any specific project which may result in a potentially significant physical impact on the environment. The Project is exempt under the common sense exemption of State CEQA Guidelines section 15061(b)(3) in that it can be seen with certainty there is no possibility that the consulting services to be provided out of the CVSBDC within the existing Indio Workforce Development Center Office may have a significant effect on the environment, as the services to be provided and operation of the CVSBDC solely relates to the provision of consulting services, is administrative in nature, will have financial effects, and will not lead to any direct or reasonably indirect physical environmental impacts.

The Riverside County Business and Community Services (BCS) staff recommends that the Board of Supervisors approve the proposed Amendment #1 to PSA #EDARC-91820-009-06/22. County Counsel has approved as to form for this Amendment.

Impact on Residents and Businesses

The increase of the contract amount and time will allow the CVSBDC to continue to provide consulting services with existing team of consultants and will assist in the preservation of small businesses in the Coachella Valley.

Additional Fiscal Information

The proposed Amendment #1 to PSA #EDARC-91820-009-06/22 will be funded entirely by CVSBDC grant funds and will not impact the County's General Fund.

Contract History and Price Reasonableness

The original contract for Angela Janus to work as business consultant for the Coachella Valley Small Business Development Center (CVSBDC) was procured through a Single Source Justification (SSJ) under County Purchasing authority. The CVSBDC currently has a Professional Services Agreement (PSA) procured through a Single Source Justification (SSJ # 20-047 approved by County Purchasing on August 17, 2019) with Angela Janus (Consultant) to provide these services in the Coachella Valley. The purpose of this item is to request approval to amend the current PSA to increase the compensation for Angela Janus beyond the current limit of \$50,000 to \$70,000 for three fiscal years from FY 19/20 to FY 21/22. The dollar increase was approved on May 20, 2020 through SSJ # 20-047A. The original contract amount was for \$50,000 covering the period from July 1, 2019 until June 30, 2022. The increase of compensation to her existing contract of \$20,000 per year will provide additional consulting services for the local business community. The price is reasonable given that business consultants are paid for actual hours worked on a range from entry level of \$50 per hour to over \$65 per hour dependent on their experience, skills and knowledge. Angela Janus is a very highly skilled business consultant with very specific and advanced food-based business consulting experience that are needed for the many food-based businesses needing assistance to survive pandemic economic impacts.

Attachments

- Amendment #1 to PSA # EDARC-91820-009-06/22

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- Professional Services Agreement (PSA) # EDARC-91820-009-06/22
- Single Source Justification (SSJ) Approval # 20-047A
- Previous Single Source Justification (SSJ) Approval # 20-047

COUNTY OF RIVERSIDE
AMENDMENT NO. 1 TO THE AGREEMENT
WITH
ANGELA JANUS

| | |
|--|-------------------------------|
| Original Contract Term: | 07/01/2019 through 06/30/2022 |
| Contract Term Extended To: | NOT APPLICABLE |
| Effective Date of Amendment: | 05/01/2020 |
| Original Annual Maximum Contract Amount: | \$50,000 |
| Amended Annual Maximum Contract Amount: | \$70,000 |
| Contract ID: | |

The Agreement between County of Riverside (COUNTY) and ANGELA JANUS (CONTRACTOR), entered into as of 07/01/2019, is amended as follows:

1. SECTION 3. COMPENSATION: Delete the second sentence in its entirety and replace with the following: Maximum payments by COUNTY to CONTRATOR shall not exceed seventy thousand dollars (\$70,000) annually including all expenses.
2. All other terms and conditions of the Agreement not modified herein shall remain unchanged.

IN WITNESS WHEREOF, the Parties hereto have caused their duly authorized representatives to execute this Amendment.

COUNTY OF RIVERSIDE, a political
subdivision of the State of California

By: V. M. Perez
V. Manuel Perez, Chairman
Board of Supervisors
Dated: 12/15/2020

Angela Janus

By: A. Janus
Name: Angela Janus
Title: SENIOR CONSULTANT
Dated: 19 Oct 20

APPROVED AS TO FORM:
Gregory P. Priamos
County Counsel

By: Lisa Sanchez
Lisa Sanchez
Deputy County Counsel

ATTEST:

KECIA R. HARPER, Clerk

By: Debra Harper
DEPUTY