

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



ITEM: 3.16  
(ID # 18285)

**MEETING DATE:**

Tuesday, April 12, 2022

**FROM :** OFFICE OF ECONOMIC DEVELOPMENT:

**SUBJECT:** OFFICE OF ECONOMIC DEVELOPMENT: Ratify and Approve Amendment No. 1 to the Professional Services Agreement with B2B Value Group for Consulting Services under the Coachella Valley Small Business Development Center, to Increase the Contract Amount by \$25,000, from \$45,000 to \$70,000 through the Current Termination Date of June 30, 2022. Districts 4 and 5. [\$25,000 Total Cost - 100% Coachella Valley Small Business Development Center Grant funds] (CEQA Exempt) (4/5 Vote Required)

**RECOMMENDED MOTION:** That the Board of Supervisors:

1. Find that the attached Amendment No. 1 to the Professional Services Agreement by the County of Riverside and B2B Value Group is exempt under the California Environmental Quality Act (CEQA) pursuant to State CEQA Guidelines Section 15061(b)(3) and 15301; and
2. Ratify and Approve Amendment No. 1 to the Professional Services Agreement with B2B Value Group for Consulting Services under the Coachella Valley Small Business Development Center, hosted by the Riverside County Office of Economic Development, to Increase the Contract Amount by \$25,000, from \$45,000 to \$70,000 through the Current Termination Date of June 30, 2022, and authorize the Chairman of the Board to sign the Amendment on behalf of the County; and
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; and
4. Approve and direct the Auditor Controller to make the budget adjustment as shown on Schedule A.

**ACTION:Policy, 4/5 Vote Required**

*Suzanne Holland*  
Suzanne Holland, Director of Office of Economic Development

2/17/2022

*Aaron Gettis*  
Aaron Gettis, Deputy County Counsel

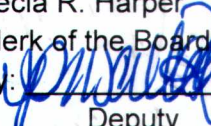
3/31/2022

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**MINUTES OF THE BOARD OF SUPERVISORS**

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

Ayes: Jeffries, Spiegel, Washington, Perez and Hewitt  
Nays: None  
Absent: None  
Date: April 12, 2022  
xc: O.E.D.

Kecia R. Harper  
Clerk of the Board  
By:   
Deputy

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<b>FINANCIAL DATA</b>	<b>Current Fiscal Year:</b>	<b>Next Fiscal Year:</b>	<b>Total Cost:</b>	<b>Ongoing Cost</b>
<b>COST</b>	\$25,000	\$0	\$25,000	\$0
<b>NET COUNTY COST</b>	\$0	\$0	\$0	\$0
<b>SOURCE OF FUNDS:</b> 100% CVSBDC Grant Funds			<b>Budget Adjustment:</b> Yes	
			<b>For Fiscal Year:</b> 21/22	

**C.E.O. RECOMMENDATION:** Approve

**BACKGROUND:**

**Summary**

On June 6, 2017 (Agenda Item 3.12), the Board of Supervisor's approved the first subcontract between the County of Riverside through its Office of Economic Development and CSU Fullerton Auxiliary Services Corporation (ASC), to operate the Coachella Valley Small Business Development Center (CVSBDC) to assist entrepreneurs and small business owners. Subsequently, the Board of Supervisors has approved yearly subcontracts for the Office of Economic Development to continue to operate the CVSBDC. 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-91820-010-06/22 that was originally procured through a Single Source Justification (SSJ) with B2B Value Group (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 B2B Value Group beyond the current limit of \$45,000 to \$70,000. Due to the continued COVID 19 impacts, the CVSBDC has experienced an increase of businesses seeking services and the contracted amount has been exhausted before the end of the fiscal year. Businesses need the services provided by the consultant to continue to deal with the negative economic impacts they are experiencing.

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 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

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administrative in nature, will have financial effects, and will not lead to any direct or reasonably indirect physical environmental impacts.

Riverside County Office of Economic Development staff recommends that the Board of Supervisors approve the proposed Amendment No. 1 to the PSA #EDARC-91820-010-06/22. County Counsel has approved as to form this Amendment.

**Impact on Residents and Businesses**

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

**Additional Fiscal Information**

Proposed Amendment No. 1 to the PSA #EDARC-91820-010-06/22 will be funded entirely by CVSBDC grant funds and will not impact the County's General Fund.

**Contract History and Price Reasonableness**

On September 10, 2020, the Purchasing Agent for Riverside County Purchasing and Fleet Services approved the Single Source request for B2B Value Group for consulting services under the Coachella Valley Small Business Development Center without seeking competitive bids through June 30, 2022. Business consulting services are best delivered by individuals with small business ownership experience that have the ability to engage and motivate individuals that desire to start or expand their business. CVSBDC had worked with ASC to advertise for qualified individuals to provide the requested services on Indeed.com. Several interested individuals submitted responses and were interviewed for the available positions as business consultants.

Lisa Napolitano, B2B Value Group was selected from among the applicants due to her business ownership experience, the industry background and the specific business consulting experience that will allow her to connect with business clients.

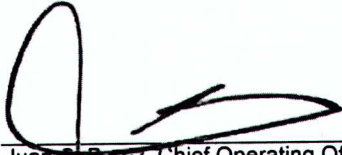
The price is reasonable given that business consultants are paid for actual hours worked on a range from entry level of \$50 per hour to over \$65 per hour dependent on their experience, skills, and knowledge. Lisa Napolitano of B2B is a very highly skilled business consultant with very specific business consulting experience in selected areas of expertise that is needed for the broad range of entrepreneurs and businesses owners seeking CVSBDC consulting assistance.

**Attachments**

- Amendment No. 1 to the PSA #EDARC-91820-010-06/22
- Professional Services Agreement (PSA) #EDARC-91820-010-06/22
- Previous Single Source Justification (SSJ) Approval #21-035
- Schedule A Budget Adjustment

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- Sole Source request – B2B req 154336321 #21-035A



Juan C. Perez, Chief Operating Officer

4/5/2022

COUNTY OF RIVERSIDE  
AMENDMENT NO. 1 TO THE AGREEMENT  
WITH  
B2B VALUE GROUP

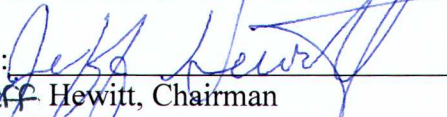
Original Contract Term:	05/01/2020 through 06/30/2022
Contract Term Extended To:	NOT APPLICABLE
Effective Date of Amendment:	_____
Original Annual Maximum Contract Amount:	\$45,000
Amended Annual Maximum Contract Amount:	\$70,000
Contract ID:	

The Agreement between County of Riverside (COUNTY) and B2B Value Group (CONTRACTOR), entered into as of 05/01/2020, 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:   
Jeff Hewitt, Chairman  
Board of Supervisors

Dated: APR 12 2022

ATTEST:  
Kecia R. Harper  
Clerk of the Board

**B2B Value Group, LLC** a California limited liability company

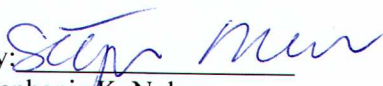
By:   
Name: Lisa Napolitano

Title: CEO, Consultant

Dated: 2/10/22

By:   
Deputy

APPROVED AS TO FORM:  
Gregory P. Priamos  
County Counsel

By:   
Stephanie K. Nelson  
Deputy County Counsel