

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



ITEM: 3.9
(ID # 24688)

MEETING DATE:
Tuesday, April 30, 2024

FROM : EXECUTIVE OFFICE:

SUBJECT: EXECUTIVE OFFICE: EXECUTIVE OFFICE: Ratification and approve Amendment #3 to the Agreement with Capital Accounting Partners to increase the scope to cover ISF Cost of Service Studies and Allocate Software Licensing for the total amount of \$130,000 for the one-year period of May 1, 2023, through April 30, 2024. All Districts. [\$130,000; 100% Departmental Budget]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Ratify and approve Amendment # 3 to the Agreement with Capital Accounting Partners to increase the scope to cover ISF Cost of Service Studies and Allocate Software Licensing for the total amount of \$130,000 for the one-year period of May 1, 2023, through April 30, 2024; and authorize the Chairman of Board to sign three (3) copies of the Amendment on behalf of the County; and,
2. Authorize the Purchasing Agent, or designee, in accordance with Ordinance 459 to issue Purchase Orders for services that do not exceed the total approved amount.

ACTION:Policy


Jeff Van Wageningen, County Executive Officer 4/25/2024

MINUTES OF THE BOARD OF SUPERVISORS

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

Ayes: Jeffries, Spiegel, Washington, Perez and Gutierrez
Nays: None
Absent: None
Date: April 30, 2024
xc: E. O.

Kimberly A. Rector
Clerk of the Board

By: 
Deputy

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

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$130,000	\$0	\$130,000	\$0
NET COUNTY COST	\$0	\$0	\$0	\$0
SOURCE OF FUNDS: 100% Department Budget			Budget Adjustment:	No
			For Fiscal Year: 23/24	

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

On April 5th, 2022, the Board of Supervisors approved Item #3.5 for Capital Accounting Partners (CAP) to provide Indirect Recovery Maximization Services. On May 9th, 2023, Amendment #1 was executed to extend the agreement for one year through April 30, 2024. On May 31, 2023, Amendment #2 was executed to add ISF Cost of Service Studies services and an Annual License cost to be netted out of the Revenue Maximization Project. The project is still underway but may not bring in sufficient funds to cover these costs. Amendment #3 established funding directly from the Executive Office to cover services rendered.

ISF Cost of Service Studies Software License gives the county a software to efficiently calculate the ISF charges to the county departments in an efficient and cohesive manner. The software license is an annual fee to accommodate the annual process of calculating these charges for the ISF's. By utilizing a software to calculate these charges it drastically reduces the time it takes to complete the project and it frees up staff resources to do other tasks not only on the side of the ISF's calculating the charges but in the Auditor's office in the review because it creates a uniform report that is consistent for every ISF.

Impact on Residents and Businesses

There is no negative impact on residents and businesses.

This is a highly specialized area of cost recovery that when outsourced will free up time and money spent on labor for County staff. It will also enable County staff to use their time more effectively and therefore be of better service to the residents of Riverside County. Overall, this service will leverage the indirect cost currently being subsidized on federal and state projects to bring additional outside funding into the General Fund that is now unrestricted. This process maximizes the use of the federal and state funding and protects the taxpayer dollars from being used to subsidize outside program indirect cost not originally intended for the use of the taxpayer dollars.

Additional Fiscal Information

There is no new cost associated with the ratification of this amendment. The total cost of services for the period through April 30th is \$130,000 which was funded by the Department's budget.

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Fiscal Year	Services	Cost	Frequency
FY 23/24	ISF Study and Implementation	\$100,000	One-time
FY 23/24	Annual License	\$30,000	Annual
	Total	\$130,000	

Contract History and Price Reasonableness

The Executive Office submitted a Sole Source Justification (SSJ) to County Purchasing for approval. SSJ #153228383 was approved on March 7th, 2022, and was issued.

CAP is an expert who understands the value and the nuances of how accurate and complete cost plans and ICRP's to leverage the rates for Indirect Cost Recovery Maximization to bring additional unanticipated revenue into the County. CAP not only has extensive experience working with counties preparing cost plans and ICRP's, CAP has direct experience with the County of Riverside since 2005. This experience working with various departments throughout the County enables CAP to understand the needs of the County.

CAP will seamlessly integrate into this initiative, expediting the progression towards the overarching aim of optimizing all avenues for additional revenue. With a wealth of over twenty years' experience interfacing with governmental entities across all levels, encompassing federal cognizant agencies, States, and local governments, CAP brings a breadth of expertise to this endeavor.

CAP will be compensated on a contingency plan based on how much revenue they are able to identify and recover for the County. There is no financial risk or upfront expense to the County.

ATTACHMENTS:

ATTACHMENT A: Amendment No. 3 Cap Acct Part

ATTACHMENT B: 24-224 EOARC Capital Accounting Partners LLC Amended

Meghan Hahn

 Meghan Hahn, Director of Procurement 4/24/2024

Michael Ambolo

 Michael Ambolo, Chief Finance Officer 4/19/2024

Dave Rogers

 Dave Rogers, Chief Administrative Officer 4/24/2024

COUNTY OF RIVERSIDE
RATIFICATION AND AMENDMENT NO. 3 TO THE PROFESSIONAL SERVICE AGREEMENT
WITH
CAPITAL ACCOUNTING PARTNERS, LLC.

Amendment Term:	May 1, 2023 through April 30, 2024
Effective Date of Amendment:	May 1, 2023
Original Annual Maximum Contract Amount:	Not to exceed Fifty Thousand and One Dollars (\$50,001) annually
Amended Annual Maximum Contract Amount:	Not to exceed One Hundred Thirty Thousand Dollars (\$130,000) annually
Contract ID:	PSA-0004050

This Ratification and Amendment No. 3 to the Professional Service Agreement for indirect recovery maximization analysis services (“Amendment No. 3”), is made and entered into by and between the County of Riverside, a political subdivision of the State of California, (“COUNTY”) and Capital Accounting Partners, LLC, a California limited liability company (“CONTRACTOR”).

RECITALS

WHEREAS, COUNTY and CONTRACTOR entered into that certain Professional Service Agreement for Indirect Recovery Maximization Analysis Services, effective April 5, 2022 (“Agreement”).

WHEREAS, Section 2.1 of the Agreement provided for the renewal for up to two (2) additional terms of one (1) year each, at COUNTY’S sole option;

WHEREAS, Section 23.12 of the Agreement allows for modifications by written amendment signed by both parties; and,

WHEREAS, COUNTY and CONTRACTOR entered into that certain Amendment No. 1 to the Agreement, effective May 1, 2023, to extend the period of performance through April 30, 2024; and

WHEREAS, COUNTY and CONTRACTOR entered into that certain Amendment No. 2 to the Agreement, effective May 31, 2023, to update the Scope of Services and Software License and Implementations;

WHEREAS, COUNTY and CONTRACTOR now desire to ratify and amend the Agreement to increase the Maximum Contract Amount from \$50,001 to \$130,000 for the period of May 1, 2023 to April 30, 2024.

NOW THEREFORE, for good and valuable consideration the receipt and adequacy of which is hereby acknowledged, the COUNTY and CONTRACTOR agree to ratify and amend the Compensation of the Agreement according to the terms and in the manner set forth herein:

1. **Recitals.** The above recitals are true and correct and are incorporated herein by reference.

COUNTY OF RIVERSIDE
RATIFICATION AND AMENDMENT NO. 3 TO THE PROFESSIONAL SERVICE AGREEMENT
WITH
CAPITAL ACCOUNTING PARTNERS, LLC.

2. **Ratification.** All actions taken by both COUNTY and CONTRACTOR prior to the date hereof were in compliance with, and pursuant to the terms and conditions of the Agreement, and are hereby confirmed and ratified.

3. **Section 3 Compensation.** Section 3 of the Agreement is hereby amended as to include the following: For the extended period from May 1, 2023, through April 30, 2024, the maximum payments by COUNTY to CONTRACTOR shall not exceed \$130,000 including all expenses.

4. **Miscellaneous.** Except as amended or modified herein, all the terms of the Agreement shall remain in full force and effect and shall apply with the same force and effect. Time is of the essence in this Amendment No. 3 and the Agreement and each and all of their respective provisions. Subject to the provisions of the Agreement as to assignment, the agreements, conditions and provisions herein contained shall apply to and bind the heirs, executors, administrators, successors and assigns of the parties hereto. If any provisions of this Amendment No. 3 or the Agreement shall be determined to be illegal or unenforceable, such determination shall not affect any other provision of the Agreement and all such other provisions shall remain in full force and effect. The language in all parts of the Agreement shall be construed according to its normal and usual meaning and not strictly for or against either COUNTY or CONTRACTOR.

5. **Effective Date.** This Amendment No. 3 shall become effective May 1, 2023.


6. **Electronic Signatures.** This Amendment No. 3 may be executed in any number of counterparts, each of which will be an original, but all of which together will constitute one instrument. Each party to this Amendment No. 3 agrees to the use of electronic signatures, such as digital signatures that meet the requirements of the California Uniform Electronic Transactions Act (“CUETA”) Cal. Civ. Code §§ 1633.1 to 1633.17), for executing this Amendment No. 3. The parties further agree that the electronic signatures of the parties included in this Amendment No. 3 are intended to authenticate this writing and to have the same force and effect as manual signatures. Electronic signature means an electronic sound, symbol, or process attached to or logically associated with an electronic record and executed or adopted by a person with the intent to sign the electronic record pursuant to the CUETA as amended from time to time. The CUETA authorizes use of an electronic signature for transactions and contracts among parties in California, including a government agency. Digital signature means an electronic identifier, created by computer, intended by the party using it to have the same force and effect as the use of a manual signature, and shall be reasonably relied upon by the parties. For purposes of this section, a digital signature is a type of "electronic signature" as defined in subdivision (i) of Section 1633.2 of the Civil Code.

[Signature Page Follows]

COUNTY OF RIVERSIDE
RATIFICATION AND AMENDMENT NO. 3 TO THE PROFESSIONAL SERVICE AGREEMENT
WITH
CAPITAL ACCOUNTING PARTNERS, LLC.


IN WITNESS WHEREOF, the Parties hereto have caused their duly authorized representatives to execute this ratification and Amendment No. 3.

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

By: 
Chuck Washington, Chair
Board of Supervisors

Dated: 4/30/2024

CAPITAL ACCOUNTING PARTNERS, LLC
a California Limited Liability company


By: 
Nicole Cass Lettini (Apr 19, 2024 08:13 PDT)
Nicole Cass Lettini,
Member/Manager

Dated: 04/19/2024

ATTEST:
Kimberly A Rector
Clerk of the Board

By: 
Deputy

APPROVED AS TO FORM:
Minh C, Tran
County Counsel

By: 
Katherine Wilkins,
Deputy County Counsel

APR 30 2024

3.9









Amendment No. 3 Cap Acct Part

Final Audit Report

2024-04-22

Created:	2024-04-19
By:	Anna Marie Johnson-Earls (annjohnson@rivco.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAXJVtm70wURv3EK3chevFUD8xBtjmFM2q

"Amendment No. 3 Cap Acct Part" History

-  Document created by Anna Marie Johnson-Earls (annjohnson@rivco.org)
2024-04-19 - 2:54:26 PM GMT
-  Document emailed to Nicole Cass Lettini (nlettini@mycapartner.com) for signature
2024-04-19 - 2:54:30 PM GMT
-  Email viewed by Nicole Cass Lettini (nlettini@mycapartner.com)
2024-04-19 - 3:10:05 PM GMT
-  Document e-signed by Nicole Cass Lettini (nlettini@mycapartner.com)
Signature Date: 2024-04-19 - 3:13:34 PM GMT - Time Source: server
-  Document emailed to Katherine Wilkins (kawilkins@rivco.org) for signature
2024-04-19 - 3:13:35 PM GMT
-  Email viewed by Katherine Wilkins (kawilkins@rivco.org)
2024-04-22 - 5:10:35 PM GMT
-  Document e-signed by Katherine Wilkins (kawilkins@rivco.org)
Signature Date: 2024-04-22 - 5:10:46 PM GMT - Time Source: server
-  Agreement completed.
2024-04-22 - 5:10:46 PM GMT



EXECUTIVE OFFICE

JEFFREY A. VAN WAGENEN, JR.
COUNTY EXECUTIVE OFFICER

JUAN C. PEREZ
CHIEF OPERATING OFFICER

DAVE ROGERS
CHIEF ADMINISTRATIVE OFFICER

KIMBERLY BRITT, ASSISTANT CEO
HUMAN SERVICES

SARAH FRANCO, ASSISTANT CEO
INTERNAL SERVICES

CHARISSA LEACH, ASSISTANT CEO
PUBLIC WORKS & COMMUNITY SERVICES

MICHELLE PARADISE, ASSISTANT
CEO
PUBLIC SAFETY

ZAREH SARRAFIAN, ASSISTANT
CEO
HEALTH SYSTEMS

Date: April 8, 2024

From: Michael Ambolo, County Finance Officer

To: Board of Supervisors/Purchasing Agent

Via: Andrew Johnson, Procurement Contract Specialist

Subject: Single Source Procurement Request for Indirect recovery maximization analysis services.

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

Note: Once signed by the Department Head and PCS (Signature Line below) Email completed SSJ to: psolesource@rivco.org.

1. Supplier being requested: Capital Accounting Partners LLC.

2. Vendor ID: 0000073001

3. Single Source Sole Source

(Single Source - is a purchase of a commodity or service without obtaining competitive bids although more than one source is available)

(Sole Source - is a purchase of a commodity or service that is proprietary or no other vendor is qualified or willing to meet the county specified requirements)

4. Have you previously requested and received approval for a sole or single source request for this vendor for your department? *(If yes, please provide the approved sole or single source number).*

Yes No

SSJ# 153228383

4a. Was the request approved for a different project?

Yes No

5. Supply/Service being requested:

COUNTY ADMINISTRATIVE CENTER
4080 LEMON STREET, 4TH FLOOR
RIVERSIDE, CA 92501
(951) 955-1110 | RivCo.org

The request for services is to perform Indirect recovery maximization analysis for the County and implementation of ISF Cost of Service Studies in addition to an Allocate Platform Annual License.

6. Unique features of the supply/service being requested from this supplier.

The County may be eligible to receive reimbursement for indirect costs for federal and non-federal grant programs. The agreement with Capital Accounting Partners is to help coordinate the indirect cost recovery effort intended to reduce costs and increase revenues from federal and non-federal grant programs. CAP's expertise is in understanding the value and nuances of how accurate and complete cost plans and ICRP's to leverage the rates for Indirect Cost Recovery Maximization to bring additional unanticipated revenue into the County.

7. Reasons why my department requires these unique features from the vendor and what benefit will accrue to the county:

Capital Accounting Partners will provide an all-in-one complete list of grants to the Executive Office that will give insight into the grants across the County as well as help the Executive Office understand funds are available to make strategic decisions on NCC funds and other necessary planning for the County to be sustainable. CAP brings over twenty years of experience working with every level of government from the federal cognizant agencies, States, and local level governments including direct experience with the County since 2005.

8. Period of Performance: From: May 1, 2022 to April 30, 2024, with the option to renew through April 30, 2025.

(total number of years)

Is this an annually renewable contract? No Yes

Is this a fixed-term agreement: No Yes

(A fixed-term agreement is set for a specific amount of time; it is not renewed annually. Ensure multi-year fixed-term agreements include a cancellation, non-appropriation of funds, or refund clause. If there is no clause(s) to that effect, then the agreement must be submitted to the Board for approval. No exemptions shall apply.)

9. Identify all costs for this requested purchase. In addition, please include any single or sole source amounts previously approved and related to this project and vendor in the section designated below for current and future fiscal years. You do not need to include previous fiscal year amounts. If approval is for multiple years, ongoing costs must be identified below. If annual increases apply to ongoing costs such as CPI or other contract increases, provide the estimated annual cost for each consecutive year. If the annual increase may exceed the Purchasing Agent's authority, Board approval must be obtained. (Note: ongoing costs may include but are not limited to subscriptions, licenses, maintenance, support, etc.)

Description:	FY22/23	FY23/24*	FY24/25**	Total
Indirect recovery maximization analysis Tier 1 estimate	\$50,001	\$0	\$50,001**	\$50,001
Implementation of ISF Cost of Service Studies	\$0	\$100,000	\$0	\$100,000

Allocate Platform License Cost	\$0	\$30,000	\$0	\$30,000
Total Costs	\$50,001	\$130,000	\$50,001*	\$180,001

*Amended to add cost for Fiscal Years 2023 and 2024 for additional scope of service added.

**Optional Year not to exceed \$50,001. Any annual amount exceeding \$50,001 will require Board approval.

10. Price Reasonableness: (Explain why this price is reasonable or cost effective – were you provided government discounted pricing? Is this rate/fee comparable to industry standards?)
 Capital Accounting Partners' (CAP) has been working with different County departments for several years and the Executive Office believes their rates are appropriate for the service provided and their level of expertise. CAP will be compensated on a contingency plan based on how much revenue they are able to identify for the County.

11. Projected Board of Supervisor Date (if applicable): 4/30/2024
 (Draft Form 11s, service agreement and or quotes must accompany the sole source request for Purchasing Agent approval.)


 Department Head Signature
 (or designee)

Michael Ambolo 4.17.24
 Print Name Date

The section below is to be completed by the Purchasing Agent or designee.

Purchasing Department Comments:

Approve **Approve with Condition/s** **Disapprove**

Condition/s:

Execution by department certifies all contractual and legal obligations have been met by the selected supplier.

Ratify the expenditure from May 2022 through current. This amends SSJ #153228383 done via RivcoPRO as that system is no longer accessible.

Not to exceed:

One-time \$ _____

Annual Amount \$ _____ / per fiscal year through _____ (date)
 (If Annual Amount Varies each FY)

FY 22/23 : \$ 50,001
 FY 23/24 : \$ 130,000
 FY 24/25 : \$ 50,001
 FY _____ : \$ _____
 FY _____ : \$ _____

Reviewed by Procurement Contract Specialist (PCS):

Signature: Andrew Johnson

Date: 4/17/24

Melissa Curtis 4/18/2024 24-224

Purchasing Agent Date Approval Number
(Reference on Purchasing Documents)