



# COUNTY *of* VENTURA

COUNTY EXECUTIVE OFFICE  
**SEVET JOHNSON, PsyD**  
County Executive Officer

February 27, 2024

Board of Supervisors  
County of Ventura  
800 S. Victoria Ave.  
Ventura, CA 93009

**Mike Pettit**  
Assistant County Executive Officer

**Kaye Mand**  
County Chief Financial Officer

**Shawn Atin**  
Assistant County Executive Officer/  
Human Resources Director  
Labor Relations

**Subject: Authorization for the Purchasing Agent, at the Direction of the County Executive Officer and With the Concurrence of County Counsel, to Change the Scope of Work and to Add, Change or Delete Individual Contract Line Items and Associated Contract Deliverables to the Covid-19 After Action Report (AAR) and Implementation Plan Development Contract with Constant & Associates (DBA Constant Associates), That Do Not Increase the Total Possible Contract Cost of \$289,255 Previously Approved by the Board of Supervisors; Authorization for the County Purchasing Agent to Execute Amendments to the Contract, if Needed, for Such Scope and Individual Contract Line Item and Associated Contract Deliverable Changes.**

## **Recommendations:**

- 1) Authorize the County Purchasing Agent, at the direction of the County Executive Officer and with the concurrence of County Counsel, to change the scope of work and add, change or delete individual contract line items and associated contract deliverables to the Covid-19 After Action Report (AAR) and Improvement Implementation Plan Development Contract with Constant & Associates (DBA Constant Associates), that do not increase the total possible contract cost of \$289,255 previously approved by the Board of Supervisors.
- 2) Authorize the County Purchasing Agent to execute amendments to the Contract with Constant Associates, if needed, for such scope of work and individual contract line item and associated contract deliverable changes that are consistent with Recommendation 1.

## **FISCAL/MANDATES IMPACT:**

Mandatory:	No
Source of Funding:	General Fund – Fund Assigned to Program Mitigation
Funding Match Required:	No
Impact on Other Departments:	Minimal

**Summary of Revenues and Costs:\***

	<b>FY 2023-24</b>	<b>FY2024-25</b>
Revenues:	\$ 0	\$ 0
Costs:		
Direct	\$ 289,255	\$ 0
Indirect-Dept	\$ 0	\$ 0
Indirect-County CAP	\$ 0	\$ 0
Total Cost	\$ 289,255	\$ 0
Net County Cost	\$ 289,255	\$ 0
Recovered Indirect Costs	\$ 0	\$ 0

**FY 2023-24 Budget Projection for Special Accounts and Contributions – Division 1050**

	Adopted Budget	Adjusted Budget	Projected Budget	Estimated Savings/(Deficit)
Appropriations	\$ 80,689,599	\$ 145,209,144	\$ 135,380,135	\$ 9,829,009
Revenue	\$ 5,954,000	\$ 5,954,000	\$ 6,004,481	\$ 50,481
Net Cost	\$ 74,735,599	\$ 139,255,144	\$ 129,375,654	\$ 9,879,490

There are sufficient appropriations for this contract.

**BACKGROUND**

On September 12, 2023 your Board approved and authorized the County Purchasing Agent to award and enter into the subject contract in the initial amount of \$227,000 with Constant & Associates and furthermore authorized the County Purchasing Agent to sign and amend the contract to include specific pre-defined contract options submitted as part of Constant & Associates Best and Final Offer (BAFO), up to a total not to exceed contract amount of \$289,255 upon the direction of the County CEO and with the concurrence of County Counsel.

The AAR and Improvement Implementation Plan is currently scheduled to be completed and presented to your Board in the April timeframe. As work has progressed on the development of the AAR and Improvement Implementation Plan it has been determined that changes to current contract deliverables are needed to deliver the most comprehensive Report and Plan possible.

We are therefore requesting the recommended additional authorizations to facilitate contract scope and line-item changes that may be required during the final stages of the AAR and Improvement Implementation Plan report development.

This item has been reviewed by the offices of the Auditor-Controller and County Counsel. Please feel free to contact myself or Assistant County Executive Officer Mike Pettit with any questions you may have.



Mike Pettit  
Assistant County Executive Officer



Sevet Johnson, PsyD  
County Executive Officer