



SUMMARY REPORT

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**Agenda Date:** 6/4/2024

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**To:** Board of Supervisors

**Department or Agency Name(s):** Human Resources Department

**Staff Name and Phone Number:** Andrew Lemen, 707-565-2940

**Vote Requirement:** Majority

**Supervisorial District(s):** Countywide

**Title:**

Workplace Security Contract Second Amendment

**Recommended Action:**

Authorize the Human Resources Director to execute a Second Amendment to the agreement with Alvarez Associates, LLC for workplace security consulting services, increasing the not-to-exceed amount from \$300,000 to \$320,000 over the 5-year term of the agreement, through June 30, 2024.

**Executive Summary:**

The Human Resources (HR) Department is responsible for administering the County's Safety Management Program, including protecting employees and members of the public accessing services from violence in the workplace. The program is supported by HR staff, representatives from all County agencies, and contracted service providers.

Alvarez Associates, LLC provides workplace security assessments and recommendations to all County agencies and training through HR Workforce Development (Sonoma Higher Ed),. Due to greater than anticipated activity during this term, the Department is requesting authority to increase the not-to-exceed amount of the agreement by 7% from \$300,000 to \$320,000 over the 5-year term of the agreement from July 1, 2019-June 30, 2024. [CR) add what the plan is after less than 30 days from now]

**Discussion:**

Alvarez Associates, LLC is one of two vendors selected to provide workplace security consultation services to the County via a Request for Proposal (RFP) process in 2019. The consultants provide security assessments, training, and technical expertise to County departments. The Board originally authorized a 3-year agreement from July 1, 2019, through June 30, 2022, with an option to extend up to two additional years, with a total contract not-to-exceed amount of \$300,000. HR exercised that option in 2022 via a First Amendment which extends the term through June 30, 2024, with no other changes to the provisions of the agreement.

Early in 2024, HR recognized that based on contract utilization there was a possibility that the total services provided may exceed the expenditure authority of the agreement, and both parties agreed to minimize that possibility by suspending voluntary training and other optional services. However, based on an increase in workplace violence prevention consultations, expenditures against this agreement are now projected to exceed current authority. HR has issued an RFP for workplace security services and anticipates awarding successor agreements for these services in July 2024.

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In order to ensure HR/Safety will continue to make these vital services available through the end of the fiscal year, HR is requesting approval to execute a Second Amendment (Attached) with Alvarez Associates, LLC, increasing the total not-to-exceed amount from \$300,000 to \$320,000 (7% increase), with no other changes to terms and conditions.

**Strategic Plan:**

N/A

**Racial Equity:**

**Was this item identified as an opportunity to apply the Racial Equity Toolkit?**

No

**Prior Board Actions:**

July 23, 2019 (item 13; 2019-1108) - Board approved agreement with Alvarez Associates, LLC through June 30, 2022.

**FISCAL SUMMARY**

<b>Expenditures</b>	<b>FY23-24 Adopted</b>	<b>FY24-25 Projected</b>	<b>FY25-26 Projected</b>
Budgeted Expenses	0	20,000	0
Additional Appropriation Requested			
<b>Total Expenditures</b>	0	20,000	0
<b>Funding Sources</b>			
General Fund/WA GF			
State/Federal	0	20,000	0
Fees/Other			
Use of Fund Balance			
General Fund Contingencies			
<b>Total Sources</b>	0	20,000	0

**Narrative Explanation of Fiscal Impacts:**

Expenditures for this agreement are funded through the Workers' Compensation internal services fund and General Liability internal services fund; however, departments may also request to utilize these services and pay for them out of their respective operating budgets.

Although the overall limit to the five-year agreement is being increased by \$20,000, no additional appropriations are necessary as current budget appropriations are sufficient to cover current year expenditures.

<b>Staffing Impacts:</b>			
<b>Position Title (Payroll Classification)</b>	<b>Monthly Salary Range (A-I Step)</b>	<b>Additions (Number)</b>	<b>Deletions (Number)</b>
N/A			

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**Narrative Explanation of Staffing Impacts (If Required):** N/A

**Attachments:**

Alvarez Assoc., LLC Second Amendment

**Related Items "On File" with the Clerk of the Board:** N/A