

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS
OF SAN BERNARDINO COUNTY
AND RECORD OF ACTION**

May 6, 2025

FROM

LUTHER SNOKE, Chief Executive Officer, County Administrative Office

SUBJECT

Amendment to Contract with Potomac Partners DC, LLC for Federal Legislative Advocacy Services

RECOMMENDATION(S)

Approve **Amendment No. 2 to Contract No. 23-157** with Potomac Partners DC, LLC, for federal lobbying and legislative advocacy services, adding a subcontractor, and increasing the contract amount by \$88,825 plus travel expenses, from \$720,000 plus travel expenses, to a total not to exceed amount of \$808,825, plus travel expenses, with no change to the contract term of February 28, 2023 through February 27, 2026.

(Presenter: Leia Fletes, Deputy Executive Officer, 387-5423)

COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES

Promote the Countywide Vision.

Ensure Development of a Well-Planned, Balanced, and Sustainable County.

Provide for the Safety, Health and Social Service Needs of County Residents.

Pursue County Goals and Objectives by Working with Other Agencies and Stakeholders.

FINANCIAL IMPACT

Approval of this item will not result in the use of additional Discretionary General Funding (Net County Cost). The increase of \$88,825, plus travel expenses, will be funded within the Finance and Administration's (Department) existing 2024-25 budget and will be included in future recommended budgets.

BACKGROUND INFORMATION

The County relies on advocacy services to advance the County's legislative agenda in Congress and with federal agencies. Approval of this item will add subcontractor services from Telegraph Avenue, LLC by John Sobel to the current contract with Potomac Partners DC, LLC (Potomac Partners).

On February 28, 2023 (Item No. 28), as a result of Request for Proposal No. CAO123-CAO5-4697, the Board of Supervisors (Board) approved Contract No. 23-157 with Potomac Partners to provide federal legislative advocacy services, in an amount not to exceed \$480,000 plus travel expenses, from February 28, 2023, through February 27, 2025.

On February 25, 2025 (Item No. 16), the Board approved Amendment No. 1 to Contract 23-157 with Potomac Partners, increasing the contract amount by \$240,000 plus travel expenses, to a

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May 6, 2025**

total not to exceed amount of \$720,000, plus travel expenses, and extending the term by one year, for a new contract period of February 28, 2023 through February 27, 2026.

Approval of this item will add subcontractor services to provide additional federal lobbying and legislative advocacy services, for the period of May 19, 2025 to February 27, 2026, assisting Potomac Partners focus on advancing County priorities in federal legislation, to assist County staff with community project funding process and coordinate visits by County elected officials and staff to Washington, D.C.

The contract with Potomac Partner may be terminated by the County without cause with 30 days written notice.

PROCUREMENT

Not applicable.

REVIEW BY OTHERS

This item has been reviewed by County Counsel (Julie Surber, Principal Assistant County Counsel, 387-5455) on April 11, 2025; Finance (Erika Rodarte, Administrative Analyst, 387-4919) on April 14, 2025; and County Finance and Administration (Robert Saldana, Deputy Executive Officer, 387-5423) on April 22, 2025.

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Record of Action of the Board of Supervisors
San Bernardino County

APPROVED (CONSENT CALENDAR)

Moved: Curt Hagman Seconded: Joe Baca, Jr.

Ayes: Col. Paul Cook (Ret.), Jesse Armendarez, Dawn Rowe, Curt Hagman, Joe Baca, Jr.

Lynna Monell, CLERK OF THE BOARD

BY 
DATED: May 6, 2025



cc: CAO - Fletes w/agree
Contractor - c/o CAO w/agree
File - w/agree

CCM 05/7/2025