

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

October 27, 2020

FROM

LEONARD X. HERNANDEZ, Chief Executive Officer, County Administrative Office

SUBJECT

Ratification Actions in Response to the Novel Coronavirus Pandemic

RECOMMENDATION(S)

Ratify the Chief Executive Officer's exercise of the authority granted by the Board of Supervisors initially on March 24, 2020 (Item No. 67), and extended on May 19, 2020 (Item No. 105), June 23, 2020 (Item No. 124), July 28, 2020 (Item No. 72), August 25, 2020 (Item No. 71) and September 29, 2020 (Item No. 79), in approving the following actions in response to the worldwide health threat related to the Novel Coronavirus, or COVID-19:

1. Approve **Contract No. 20-881** (State Agreement No. 20-10683) between the California Department of Public Health and the County of San Bernardino, on behalf of Arrowhead Regional Medical Center, to provide rapid testing laboratory equipment and supplies for Coronavirus testing at no cost, for the period of September 11, 2020 through January 31, 2021, signed by the Chief Executive Officer on September 17, 2020.
2. Approve **Amendment No. 2 to Contract No. 19-270**, effective September 2, 2020, with The Chance Project for services under the State of California Homeless Emergency Aid Program, expanding services as part of the Moving Forward Project, increasing the total contract amount by \$1,230,000, from \$1,427,145 to \$2,657,145, for the contract period April 30, 2019 through August 31, 2021, signed by the Chief Executive Officer on September 2, 2020.
3. Approve Registrar of Voter's **Amendment No. 2 to Contract No. 15-404** with Runbeck Elections Services, Inc. for the purchase of add-on software, development, and support services for the DIMS.net election management system, increasing the contract amount by \$112,128, from \$1,769,847.10 to an amount not to exceed \$1,881,975.10, with no change to the contract period of July 1, 2015 through June 30, 2025, signed by the Chief Executive Officer on September 14, 2020.
4. Approve Certification for Receipt of Realignment Backfill Funds, certifying the County's compliance with the State's COVID-19 public health orders and use of the funding received from the State of California Department of Finance to support realignment programs, signed by the Chief Executive Officer on October 1, 2020.
5. Approve **Amendment No. 2 to Contract No. 17-845** with JJ Property Maintenance Network, Inc., to extend the contact term for six additional months (February 1, 2021 through July 31, 2021), and increase the contract by \$95,674 to include routine custodial services of \$55,674, and an increase in the not to exceed amount of \$40,000 for as needed unforeseen expenses resulting from the COVID-19 pandemic and upcoming election services, increasing the total contract amount from \$374,830 to a total not to exceed \$470,504 on the premises known as Lot 5, located at 777 Rialto Avenue in San Bernardino, signed by the Chief Executive Officer on October 2, 2020.

**Ratification Actions in Response to the Novel Coronavirus Pandemic
October 27, 2020**

6. Approve **Contract No. 20-922** with the City of Montclair for the provision of Project Roomkey services, in a total amount not to exceed \$159,000, for the contract period of September 1, 2020 through December 31, 2020, signed by the Chief Executive Officer on October 2, 2020.
7. Approve **Memorandum of Understanding No. 20-926** with California State University, San Bernardino for the installation of a secure mail ballot drop box on its property for the period of September 29, 2020 through October 1, 2025, signed by the Chief Executive Officer on October 1, 2020.
8. Approve **Agreement No. 20-924** with Lewis Management Corporation for the installation of a secure mail ballot drop box on its property in Rancho Cucamonga for the period of October 1, 2020 through December 31, 2020, signed by the Chief Executive Officer on October 5, 2020.
9. Approve **Agreement No. 20-925** with Lewis Management Corporation for the installation of a secure mail ballot drop box on its property in Fontana for the period of October 1, 2020 through December 31, 2020, signed by the Chief Executive Officer on October 5, 2020.
10. Direct the County Administrative Office to transmit all executed documents relating to the recommendations above to the Clerk of the Board within 30 days of execution.
(Presenter: Leonard X. Hernandez, Chief Executive Officer, 387-5417)

COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES

Promote the Countywide Vision.

Create, Maintain and Grow Jobs and Economic Value in the County.

Improve County Government Operations.

Operate in a Fiscally-Responsible and Business-Like Manner.

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.

FINANCIAL IMPACT

Approval of the recommendations may result in the use of additional Discretionary General Funding (Net County Cost), as detailed below. Sufficient appropriation, if necessary, as detailed below, will be included in the respective department's future recommended budgets.

Recommendation No. 1

Approval of this recommendation will not result in the use of Discretionary General Funding (Net County Cost). The laboratory equipment and supplies used for COVID-19 testing will be provided to Arrowhead Regional Medical Center (ARMC) at no charge. The equipment is on loan, and the necessary supplies will be provided at no cost to the County and ARMC. However, if the County or ARMC is paid or reimbursed by any third party for a test, it must reimburse the State at a rate of \$19.00 per test. ARMC's expenses are normally funded by State Medi-Cal, Federal Medicare, private insurances, and departmental revenue. However, eligible costs for reimbursing the State for tests resulting from the COVID-19 pandemic and incurred by December 30, 2020 will require the County to use the Federal Coronavirus Aid, Relief and Economic Security (CARES) Act Coronavirus Relief Funds if no other COVID-19 related federal or state funding is available. Funding sources may change in the future pending any legislative activity related to the repeal and/or replacement of the Affordable Care Act. Any necessary budget adjustments will be presented to the Board of Supervisors (Board) for approval at a later date.

**Ratification Actions in Response to the Novel Coronavirus Pandemic
October 27, 2020**

Recommendation No. 2

Approval of this recommendation will not result in the use of additional Discretionary General Funding (Net County Cost). The additional services provided under the Moving Forward Project will be funded using Emergency Solutions Grant (ESG) CARES Act funding, known as ESG-CV2 (Cost Center: 6210002483) in the amount of \$1,200,000, and Housing Emergency Aid Program (HEAP) funds (Cost Center: 6210002500) in the amount of \$30,000. Adequate appropriation and revenue for the ESG CV funds and HEAP funding have been included in the Community Development and Housing (CDH) 2020-21 budget, and in the Office of Homeless Services (OHS) 2020-21 budget, respectively.

Recommendation No. 3

Approval of this recommendation may result in the use of one-time Discretionary General Funding (Net County Costs) for fiscal year 2020-21. The \$112,128 cost for Amendment No. 2 is comprised of one-time development costs for two add-on software components, including \$15,228 for custom integration software to allow DIMS.net integration with KNOWiNK Electronic Poll (ePoll) Books, and \$16,500 for the Panorama add-on. The one-time cost of \$16,500 for the Panorama add-on which results from the COVID-19 pandemic, is eligible for and will require the County to use CARES Act funding if no other COVID-19 related federal or state funding is available. The purchase of custom integration software of \$15,228 may be eligible for reimbursement from the Secretary of State utilizing the Voting System Replacement funds for the enhancement of election management systems. The Amendment also includes ongoing maintenance and support costs of \$80,400 for both add-on software components for the remainder of the term of the Contract. Adequate appropriation for the Contract is included in the Registrar of Voters' (ROV) 2020-21 budget and the ongoing costs will be included in future recommended budgets.

Recommendation No. 4

Approval of this recommendation will not result in the use of Discretionary General Funding (Net County Cost). On July 14, 2020 (Item No. 24), the Board accepted the County General Fund COVID-19 allocation (1991 Realignment Backfill funds) from the State in the amount of \$39.8 million, and ratified the certification for this allocation that was signed by the CEO on July 7, 2020. This funding will be used to support the realignment programs that are experiencing revenue losses due to the COVID-19 pandemic, and will be allocated to backfill lost Realignment funding throughout 2020-21. This action will ratify a certification that was required to be signed by the CEO by October 1, 2020.

Recommendation No. 5

Approval of this item will not result in the use of additional Discretionary General Funding (Net County Cost). This amendment will extend the term of the contract for an additional six months and increase the contract amount by \$95,674 for a total amount not to exceed \$470,504. Custodial contract charges are reimbursed by County departments that occupy the facilities based on an average cost per square foot times the percentage of usable space each department occupies. Sufficient appropriation is included in the 2020-21 Real Estate Services Department – Facilities Management (FMD) budget (7303001000) and will be included in future recommended budgets.

Recommendation No. 6

Approval of this item will require the use of Discretionary General Funding (Net County Cost) if no other funding is available. The total cost for services will not exceed \$159,000 and is

Ratification Actions in Response to the Novel Coronavirus Pandemic October 27, 2020

anticipated to be 75% reimbursed through the Federal Emergency Management Agency's (FEMA) Public Assistance (PA) program (\$119,250), with a 25% local share (\$39,750). In the event that FEMA funding is not available, the County may utilize other available funding such as CARES Act funding. The local share of \$39,750 will be funded by CARES or with County Discretionary General Funding (Net County Cost). Discussion is ongoing between staff at County Office of Emergency Services, Auditor-Controller/Treasurer/Tax Collector, and the Office of Governmental and Legislative Affairs to solidify the eligibility parameters of the program in order to maximize the use of both CARES and FEMA funding. Approval of the necessary budget adjustments to the Office of Homeless Services 2020-21 budget is not requested at this time, but will be included on a future quarterly countywide budget report presented to the Board for approval.

Recommendations No. 7, 8, and 9

Approval of these recommendations will not result in the use of Discretionary General Funding (Net County Cost). The one-time drop box installation and removal costs of \$1,140 resulting from the COVID-19 pandemic are eligible for reimbursement from the State's budget allocation or through the Federal Coronavirus Aid, Relief and Economic Security (CARES) Act or other COVID-19 related federal or state or grant funding if available.

BACKGROUND INFORMATION

The COVID-19 virus originated in Wuhan, China in late 2019 and began spreading, initially, within China and then to other countries. On January 30, 2020, the World Health Organization declared the outbreak to be a "public health emergency of international concern". This was followed on January 31, 2020 by the United States Human Services Secretary declaring a public health emergency. Cases internationally, within the US and within California (as evidenced by the Governor's Proclamation) continue to rise.

On March 4, 2020, the State of California declared a state of emergency as a result of the COVID-19 outbreak due to the rising number of confirmed cases and anticipated complications for those infected, including potential deaths. On March 10, 2020, the County Public Health Officer declared a local health emergency to help ensure county government and the public were prepared for the possibility that COVID-19 would appear within the county. On March 10, 2020 (Item No. 75), the Board proclaimed the existence of a local emergency within San Bernardino County resulting from COVID-19, which causes infectious disease resulting in symptoms of fever, coughing and shortness of breath with outcomes ranging from mild to severe illness and in some cases, death.

In order to promote a coordinated and efficient response to needs that may arise from the COVID-19 pandemic, on March 24, 2020 (Item No. 67), the Board authorized the CEO to execute or approve various actions related to purchases, contracts, donations, budget, including the approval of adoption of resolutions, through May 31, 2020, subject to ratification by the Board at the next available Board meeting. Due to the continued threat of COVID-19, on May 19, 2020 (Item No. 105) and later on June 23, 2020 (Item No. 124), July 28, 2020 (Item No. 72), August 25, 2020 (Item No. 71), and September 29, 2020 (Item No. 79), the Board extended this authority of the CEO through June 30, 2020, July 31, 2020, August 31, 2020, September 30, 2020 and October 31, 2020 respectively, subject to ratification by the Board at the next available Board meeting. The recommended actions will ratify the authority exercised by the CEO.

Recommendation No. 1

There have been multiple surges in the number of people who are infected and have COVID-19. The California Department of Public Health (CDPH) has determined that the capacity to test and

Ratification Actions in Response to the Novel Coronavirus Pandemic October 27, 2020

the wait time for results has been significantly affected due to supply chain issues. The CDPH has created the CDPH Testing Taskforce, which has determined that increased testing and a quicker response time for results are key to combating COVID-19.

The State of California has contracted with PerkinElmer to provide laboratory equipment and supplies necessary to increase capacity for laboratory testing of COVID-19 in order to expand the State's capacity to respond to the COVID-19 pandemic. The recommended contract with CDPH will allow PerkinElmer to provide ARMC with the necessary laboratory equipment and supplies to allow for rapid testing. ARMC recommends this contract between CDPH and the County because it will provide for the safety, health and social service needs of County residents, and will allow ARMC to pursue County Goals and Objectives by working with other agencies.

Per County Policy 11-05, contracts containing non-standard terms must be approved by the Board. The recommended contract with CDPH contains terms that deviate from the County's standard contract terms as follows:

Indemnification

The County is required to defend and indemnify the State, its employees, and contractors for any claims resulting in connection with the performance of the contract.

- The County's standard contract does not require the County to indemnify the other party for any reason.
- Potential Impact: By agreeing to indemnify the State, its employees, and its contractors, the County could be contractually waiving the protection of sovereign immunity. Claims that may otherwise be barred against the County, time limited, or expense limited could be brought against the State, its employees, and its contractors without such limitations and the County would be responsible to defend and reimburse them for costs, expenses, and damages, which could exceed the total contract amount.

Insurance

The County is required to add the State as an additional insured, and to have its policies contain an endorsement that the State is an additional insured, but only as it relates to the contract.

- The County's standard contract does not require the County to provide any insurance coverage for the other party.
- Potential Impact: The County Risk Management must ensure that the County's insurance policies or programs of self-insurance are updated to reflect this requirement of the contract to ensure the State is protected from potential liability.

County Counsel has reviewed the contract and it was signed by the CEO on September 17, 2020.

Recommendation No. 2

Approval of this item will allow for the implementation of homeless services programs that have been developed as a response to the COVID-19 pandemic by amending the service contract with The Chance Project, as the homeless service provider for the Moving Forward Project.

In response to the COVID-19 pandemic, Congress enacted the CARES Act to provide financial relief. The U.S. Department of Housing and Urban Development (HUD) awarded the County of San Bernardino, Community Development and Housing Department (CDH) with \$6,401,870 of the second round of ESG funding (ESG-CV2) to provide a variety of homeless services. On

**Ratification Actions in Response to the Novel Coronavirus Pandemic
October 27, 2020**

August 25, 2020 (Item No. 75), the Board approved the second Substantial Amendment to the HUD 2019-20 Annual Action Plan, which identified the planned uses for the ESG-CV funds as emergency shelter, homelessness prevention, Homeless Management Information System (HMIS), street outreach, rapid rehousing and administration. ESG funding in the amount of \$1,200,000 will be used to implement the Moving Forward Project.

The Moving Forward Project is overseen by OHS. The project will consist of engaging County homeless residents in outreach services, housing access and navigation services while providing comprehensive case management. The Moving Forward Project will assist individuals who have been identified as Project Room Key clients. Project Room Key is a statewide initiative premised to provide safe isolation for the homeless population to protect them from the spread of COVID-19 by providing non-congregate shelter for them via motels/hotels. The Moving Forward Project is an augmentation of Project Room Key helping to transition clients into permanent housing solutions. The goal of the project will be to create a sustainable, streamlined, expanded and integrated/aligned homeless response system that will rapidly connect individuals and families to housing and services.

Given the urgency to effectively and expeditiously transition the Project Room Key clients out of the motels/hotels, the Moving Forward Project was implemented in mid-September 2020. To accommodate the needs and implement the project with expediency, the current HEAP contract with The Chance Project (19-270 A-1) was amended to add the expanded services for the Moving Forward Project. OHS is funding \$30,000 of the Moving Forward Project using HEAP funds. The Chance Project utilizes HEAP funds to provide activities through collaboration with multiple partner organizations countywide. Those HEAP activities include prevention services, navigations services, case management, housing vouchers, eviction prevention strategies, and rapid rehousing programs.

The increased funding for The Moving Forward Project is:

Activity	Amount
MOVING FORWARD PROJECT ESG-CV2 and HEAP	
Homelessness Prevention	\$28,000
Homeless Management Information System (HMIS)	\$102,000
Emergency Shelter	\$125,000
Rapid Rehousing	\$750,000
Street Outreach	\$105,000
Administration	\$90,000
Flexible Subsidy Fund (paid with HEAP funding)	\$30,000
MOVING FORWARD PROJECT Total	\$1,230,000

County Counsel has reviewed the Amendment and it was signed by the CEO on September 2, 2020.

Recommendation No. 3

The Board approved Contract 15-404 on June 23, 2015 (Item No. 76) with Data Information Management System, Inc. for software licensing fees and system support for election management software. The software application is called DIMS.net, which is now supported in California by Runbeck Election Services, Inc. (Runbeck).

On October 22, 2019 (Item No. 39), the Board approved Agreement No. 19-696 with KNOWiNK, LLC for the purchase of ePoll Books and election support services. The purchase of ePoll

Ratification Actions in Response to the Novel Coronavirus Pandemic October 27, 2020

Books provides ROV with a solution to more efficiently conduct elections by replacing paper polling place voter rosters, allowing poll workers to better identify the correct ballot type for each voter, and providing mandated same-day voting.

On May 8, 2020, Governor Newsom issued Executive Order (EO) N-64-20 requiring counties to mail a ballot to all registered voters during the 2020 Presidential General Election. Subsequently, the Governor issued EO N-67-20 and signed Assembly Bill 860 and Senate Bill 423, which together direct county election officials on how they must conduct this election during the ongoing COVID-19 pandemic.

On July 21, 2020, Secretary of State Padilla issued health and safety guidance to counties for administering the election, including social distancing between election workers, voters, and observers in voting locations. ROV plans to implement the physical distancing guidance in its voting locations, including its early voting sites, which will reduce the number of check-in stations and voting booths in certain locations. To mitigate the impact of fewer check-in stations at early voting sites, the Panorama add-on software from Runbeck is anticipated to reduce the time it takes to serve each voter who requests a replacement ballot at the voting sites since it eliminates the need for clerks to call ROV to accomplish certain tasks before the voter can be served. ROV currently uses an application created internally to provide this service, however, the internal application would require modification to meet ROV's current needs.

Both the KNOWiNK and DIMS.net software operate as two separate standalone systems. The DIMS.net system manages voter registration records, including records on voter participation history in each election, and whether the voter voted by mail or voted in a polling place. KNOWiNK software provides electronic voter rosters for checking in voters at polling places so that a voter cannot vote at two polling places. During the 2020 Presidential Primary Election, County Information Services Department staff assisted ROV with manually processing data between the two systems throughout election day. Under the recommended Amendment, Runbeck created custom software to enable the sharing of data between the two systems to prevent more than one ballot per voter being counted. This software will replace the manual processing of data in time for the November Presidential General Election. In addition, the Panorama software add-on will expedite the voting process, which is necessary, given the social distancing measures that reduced the number of voting booths in certain locations. County Counsel has reviewed the Amendment and it was signed by the CEO on September 14, 2020.

Recommendation No. 4

The County General Fund COVID-19 allocations are included in the \$750 million budgeted by the State to provide support to counties experiencing revenue losses for realignment programs. In utilizing these funds, counties are required to prioritize support for health and human services, entitlement programs, and programs that serve vulnerable populations. In 1991, the State shifted responsibility for a number of mental health, social services, and health programs to counties. This shift of responsibility is known as 1991 Realignment.

On September 9, 2020, the Governor signed SB 115 (Chapter 40, Statutes of 2020), which contains the budget bill language (BBL) related to the Realignment backfill. The BBL ensured that the remainder of the Realignment backfill amount will be distributed to counties to preserve the realignment program, while providing clarity on compliance with the State's COVID-19 public health orders, and maintaining a mechanism for the State to withhold funding if a county is out of compliance with those health orders. SB 115 requires every county to submit a monthly certification form to the Department of Finance to certify the county's compliance with COVID-19

Ratification Actions in Response to the Novel Coronavirus Pandemic October 27, 2020

public health orders for the period of October 2020 through June 2021. If a county is determined to be out of compliance with public health orders, after a required consultation with that county, SB 115 allows the Department of Finance to redirect 1991 Realignment funding from that county in an amount equivalent to one month of that county's Realignment Backfill amount.

At this time, the County has received the total allocation of \$39.8 million in Realignment Backfill funds, which includes allocations of \$19.1 million for Human Services, \$3.5 million for Health, \$7.9 million for Behavioral Health, and \$9.3 million for Public Safety. The County is required to sign and file a certification with the Department of Finance on or before October 1, 2020, pursuant to Provision 3 of Item 9210-110-0001 of the Budget Act of 2020, certifying that the County will adhere to federal guidance, use of funds for realignment programs, the State's stay-at-home requirements and other health requirements as directed in the Governor's Executive Order N-33-20, any subsequent executive orders or statutes, and all California Department of Public Health orders, directives, and guidance issued in response to the COVID-19 pandemic. The Department will return to obtain Board approval for the future certifications.

The Certification was reviewed by County Counsel and signed by the Chief Executive Officer on October 1, 2020.

Recommendation No. 5

The Real Estate Services Department – Facilities Management (RES-D-FM) is responsible for providing custodial services for County-owned and some leased facilities. On November 14, 2017 (Item No. 34), the Board approved a contract with JJ Property Maintenance Network, Inc., to provide custodial services in the building located at 777 Rialto Avenue in San Bernardino for the period of December 1, 2017 through November 30, 2020, in an amount not to exceed \$298,260. On May 5, 2020 (Item No. 4), the Board approved Amendment No. 1 to increase the cost by \$76,570 from \$298,260 to \$374,830. The locations identified in Lot 5 are: GSA Building (County-owned) and Public Guardian Warehouse (County-owned) located at 777 East Rialto Avenue, San Bernardino. RES-D-FM recommends approval of Amendment No. 2 to Contract No. 17-845 with JJ Property Maintenance Network, Inc., in order to provide continued custodial services through the current pandemic and upcoming election. County Counsel has reviewed the Amendment, and it was signed by the CEO on October 2, 2020.

Recommendation No. 6

The Office of Homeless Services is working with the City of Montclair to house homeless individuals in hotels/motels who are 65 years of age or older, individuals with underlying health conditions, or pregnant women under the State of California's Project Roomkey guidelines to provide a way for people who do not have a home to stay inside to prevent the spread of COVID-19. The City of Montclair will provide housing in motel/hotel rooms, food/meal plan services, wellness checks, and other services to 24 homeless individuals to assist with quarantining during the COVID-19 pandemic. The total amount of the contract will not exceed \$159,000, and the timeframe is September 1, 2020, through December 31, 2020. County Counsel has reviewed the contract and it was signed by the CEO on October 2, 2020.

Recommendations No. 7, 8 and 9

On August 25, 2020 (Item No. 60), the Board approved four template agreements for the installation and maintenance of secure mail ballot drop boxes on public and private property throughout the county to be used during elections, beginning with the 2020 Presidential General Election. The Board also authorized the Deputy Executive Officer, Community Services Group or the Registrar of Voters (ROV) to execute the template agreements on behalf of the County.

Ratification Actions in Response to the Novel Coronavirus Pandemic October 27, 2020

As a result of the COVID-19 pandemic, Senate Bill 423 required the County to provide one drop box for every 15,000 voters registered as of August 7, 2020. This is the equivalent of 70 drop boxes which must be installed by October 5, 2020 and open for voting from the morning of October 6, 2020 through 8 p.m. on November 3, 2020.

Under Recommendation No. 7, ROV identified the campus of California State University, San Bernardino (CSUSB) as a location to install a secure mail ballot drop box to serve the voters of northern San Bernardino. CSUSB agreed to the installation of a secure mail ballot drop box but declined to execute one of the Board-approved template agreements, and instead provided the County with a Memorandum of Understanding (MOU) that included similar provisions as the County template agreement. Under this MOU, the County is required to install, unlock, and lock the drop box. County Counsel reviewed the MOU and it was signed by the CEO on October 1, 2020.

Under Recommendations No. 8 and 9, ROV identified properties owned by Lewis Management Corporation to install secure mail ballot drop boxes to serve the voters in Rancho Cucamonga and Fontana. Title 2 of the California Code of Regulations section already requires ROV to ensure drop boxes are accessible to voters with disabilities. However, the Lewis Management Corporation made a modification to Section D. County Responsibilities specifically stating the requirement that the ballot box be installed in an area determined to be in compliance with the ADA and approved by the Lewis Management Corp. The agreements also now include Section H. Execution in Counterparts and Electronic Signatures, which allow for electronic signature and the contract to be executed in any number of counterparts. County Counsel reviewed both Agreements and they were signed by the CEO on October 5, 2020.

PROCUREMENT

Procurement is applicable to Recommendation No. 2, relating to Contract No. 19-270 with The Chance Project. On August 13, 2020, the OHS issued a Letter of Interest (LOI) to agencies identified as current high-performing County contract holders to provide homeless services to assist Project Room Key individuals and families with moving from short-term to long-term housing. The following agencies were identified and issued LOI's: The Chance Project, Knowledge and Education for Success, and Lighthouse Social Services. On August 17, 2020, an email was received from Lighthouse Social Services declining to move forward in the process; an email was received from The Chance Project, stating that they and their project partners, including KEYS, were interested in contracting for the Moving Forward Program. No separate communication was received from KEYS. The Chance Project was one of three organizations that responded to the Letter of Interest and was selected based on its experience with partnering with, government and non-profit organizations to assist individuals and prevent homelessness.

Procurement is applicable to Recommendation No. 3, relating to Contract No. 15-404 with Runbeck Elections Services, Inc. On June 23, 2015 (Item No. 76), the Board approved a non-competitive contract with Data Information Management Systems, Inc. for the software licensing fees and system support for the election management software in an amount not to exceed \$819,847.40 for the period of July 1, 2015 through June 30, 2020, with the option to extend for one additional five-year period. On November 5, 2020 (Item No. 36), the Board approved the assignment of the contract to Runbeck Election Services, Inc. and exercised the five-year renewal option for a new total period of July 1, 2015 through June 30, 2025.

Procurement is applicable to Recommendation No. 5, relating to Contract No. 17-845 with JJ Property Maintenance Network, Inc. This contract, with its original term from December 1, 2017

**Ratification Actions in Response to the Novel Coronavirus Pandemic
October 27, 2020**

through November 30, 2020 was the result of a competitive procurement based on JJ Property Maintenance Network, Inc., being the lowest responsive and responsible bidder. The Department is not able to prepare a Request for Bid, conduct mandatory job-walks or obtain contractor bids for service at the current time due to the COVID-19 pandemic. Amendment No. 2 to Contract No. 17-845 with JJ Property Maintenance Network, Inc. will extend the term of the current contract through July 31, 2021.

Under Recommendation No. 6, Contract No. 20-922 with the City of Montclair is a result of a non-competitive procurement. On March 4, 2020, Governor Newsom issued Executive Order N-32-20 and proclaimed a State of Emergency to exist in California as a result of the threat of COVID-19. This contract falls under the emergency provisions of County Policy 11-04. The emergency of COVID-19 necessitates a more focused approach, including emergency protective measures to bring unsheltered Californians safely indoors, expand shelter capacity, maintain health and sanitation standards and institute medical indicated interventions, and add new isolation and quarantine capacity to California's shelter and housing inventory to slow the spread of the pandemic. The City of Montclair is a current Homeless Emergency Aid Program provider who is able to immediately take action and assist with moving homeless individuals into hotel/motels to be in alignment with the Governor's Executive Order.

REVIEW BY OTHERS

This item has been reviewed by County Counsel (Michelle Blakemore, County Counsel, 387-5455; Charles Phan, Deputy County Counsel, 387-5455; Suzanne Bryant, Deputy County Counsel, 387-5455; Jolena Grider, Deputy County Counsel, 387-5455; and Katherine Hardy, Deputy County Counsel, 387-5455) on October 19, 2020; Purchasing Department (Bruce Cole, Supervising Buyer, 387-2148) on October 7, 2020; Finance (Stephenie Shea, Administrative Analyst, 387-4919; Chris Lange, Administrative Analyst, 386-8393; Amanda Trussell, Principal Administrative Analyst, 387-4773; Elias Duenas, Administrative Analyst, 387-4052; and Wen Mai, Principal Administrative Analyst, 387-5285) on October 15, 2020; County Finance and Administration (Tanya Bratton, Deputy Executive Officer, 388-0332 on September 29, 2020; and Matthew Erickson, County Chief Financial Officer, 387-5423) on October 7, 2020.

**Ratification Actions in Response to the Novel Coronavirus Pandemic
October 27, 2020**

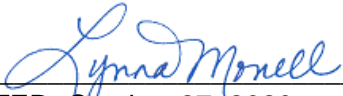
Record of Action of the Board of Supervisors
County of San Bernardino

APPROVED (CONSENT CALENDAR)

Moved: Robert A. Lovingood Seconded: Josie Gonzales

Ayes: Robert A. Lovingood, Janice Rutherford, Dawn Rowe, Curt Hagman, Josie Gonzales

Lynna Monell, CLERK OF THE BOARD

BY 
DATED: October 27, 2020



cc: ARMC - Gilbert w/agree
Contractor - C/O ARMC w/agree
CDH - Hernandez w/agree
Contractor - C/O CDH w/agree
ROV - Page w/agree
Contractor - C/O ROV w/agree
RESD/FMD - Norris w/agree
Contractor - C/O RESD/FMD w/agree
File - Emergency/COVID-19
File - w/agree

CCM 11/5/2020