

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

**June 14, 2022**

**FROM**

**MICHAEL JIMENEZ, Interim Director, Economic Development**

**SUBJECT**

Amendment to Contract with Group 1 Productions for Video Production Services

**RECOMMENDATION(S)**

Approve **Amendment No. 2 to Contract No. 18-685** with Group 1 Productions for video production services, extending the term by six months, for the total contract period of September 11, 2018 through December 31, 2022, with no change to the total contract amount of \$400,000.

(Presenter: Michael Jimenez, Interim Director, 387-4460)

**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.**

**FINANCIAL IMPACT**

Approval of this item will not result in the use of additional Discretionary General Funding (Net County Cost). Sufficient appropriation is included in Economic Development's (ED) 2021-22 budget and will be included in the 2022-23 recommended budget.

**BACKGROUND INFORMATION**

Group 1 Productions provides video production services for various San Bernardino County (County) events. The services include, but are not limited to, videos that will cover all five supervisorial districts (aerial shots, specific events, attractions, and interviews), assistance with script writing and concept storyboard and video editing. Group 1 Productions has provided video production services for the State of the County since 2018 and produced two Economic Recovery series videos.

On September 11, 2018 (Item No. 28), the Board of Supervisors (Board) approved Contract No. 18-685 (Contract) with Group 1 Productions for video production services for the period of September 11, 2018 through June 30, 2021, in an amount not to exceed \$285,000, with the option of up to two one-year extensions of the Contract. The approved BAI allowed for a \$50,000 post-production contingency increasing the allowable amount to \$335,000 (the BAI states \$325,000 which was an error)

On May 4, 2021 (Item No. 35), the Board approved Amendment No. 1 to the Contract to increase the Contract amount by \$115,000, from \$285,000 to an amount not-to-exceed

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\$400,000, and extend the term by one year, for the total Contract period of September 11, 2018 through June 30, 2022. The \$50,000 contingency was not used.

The proposed amendment extends the term of the Contract by six months, for a total Contract period of September 11, 2018 through December 31, 2022, with no change to the Contract amount. Prior to COVID-19, the State of the County event was held in the Spring. In 2021 the State of the County event was postponed to the Fall due to COVID-19. The six month extension to the Group 1 Production Contract is to accommodate the schedule change of the 2022 State of the County event, which has also been scheduled for the fall of 2022 to prevent from having two events in the same fiscal year. The funds previously approved in Amendment No. 1 were for the production of the 2021 and 2022 State of the County events.

Either party may terminate the Contract for convenience upon 10 days written notice to the other party.

**PROCUREMENT**

Group 1 Productions was awarded the video production services after ED conducted a competitive Request for Proposal (RFP) process, RFP EDA118-EDA-2989 in the San Bernardino County's electronic procurement system (ePro), which was completed on July 25, 2018. Section D of the Contract authorizes up to two one-year extensions of the term of the Contract. Therefore, no additional procurement activities are required.

The Contract is being extended six months to allow for ED to conduct a competitive RFP for Video Production Services and award a new contract before the contract expiration date of December 31, 2022.

County Policy 11-04 requires Board approval when contracting for competitive and non-competitive services where the annual aggregate cost exceeds \$200,000.

**REVIEW BY OTHERS**

This item has been reviewed by County Counsel (Sophie A. Akins, Deputy County Counsel, 387-5455) on May 3, 2022; Purchasing (Bruce Cole, Supervising Buyer, 387-2148) on May 3, 2022; Finance (Erika Rodarte, Administrative Analyst III, 387-4919) on May 20, 2022; and County Finance and Administration (Robert Saldana, Deputy Executive Officer, 387-5423) on May 20, 2022.

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Record of Action of the Board of Supervisors  
San Bernardino County

**APPROVED (CONSENT CALENDAR)**

Moved: Dawn Rowe    Seconded: Joe Baca, Jr.  
Ayes: Col. Paul Cook (Ret.), Janice Rutherford, Dawn Rowe, Curt Hagman, Joe Baca, Jr.

Lynna Monell, CLERK OF THE BOARD

BY   
DATED: June 14, 2022



cc:     EDA - Jimenez w/agree  
         Contractor - C/O EDA w/agree  
         File - w/agree  
CCM    06/16/2022