



SOUTHERN CALIFORNIA  
ASSOCIATION OF GOVERNMENTS  
900 Wilshire Blvd., Ste. 1700  
Los Angeles, CA 90017  
T: (213) 236-1800  
www.scag.ca.gov

#### REGIONAL COUNCIL OFFICERS

President  
**Clint Lorimore, Eastvale**

First Vice President  
**Jan C. Harnik, Riverside County  
Transportation Commission**

Second Vice President  
**Carmen Ramirez, County of Ventura**

Immediate Past President  
**Rex Richardson, Long Beach**

#### COMMITTEE CHAIRS

Executive/Administration  
**Clint Lorimore, Eastvale**

Community, Economic &  
Human Development  
**Jorge Marquez, Covina**

Energy & Environment  
**David Pollock, Moorpark**

Transportation  
**Sean Ashton, Downey**

## HYBRID (IN-PERSON & REMOTE PARTICIPATION)\*

# EXECUTIVE/ ADMINISTRATION COMMITTEE

***In-Person & Remote Participation\****  
***Wednesday, November 3, 2021***  
***3:00 p.m. – 4:00 p.m.***

***\*Public Participation: The SCAG offices are currently closed to members of the public. Please see next page for detailed instructions on how to participate in the meeting.***

***To Attend and Participate on Your Computer:***  
**<https://scag.zoom.us/j/889726747>**

***To Attend and Participate by Phone:***  
**Call-in Number: 1-669-900-6833**  
**Meeting ID: 889 726 747**

### **PUBLIC ADVISORY**

Given the declared state of emergency (pursuant to State of Emergency Proclamation dated March 4, 2020) and local public health directives imposing and recommending social distancing measures due to the threat of COVID-19, and pursuant to Government Code Section 54953(e)(1)(A), the meeting will be conducted in a hybrid manner (both in-person and remotely by telephonic and video conference); however, SCAG's offices are currently closed to the general public and public participation will occur as described in the instructions below.

If members of the public wish to review the attachments or have any questions on any of the agenda items, please contact Maggie Aguilar at (213) 630-1420 or via email at [aguilarm@scag.ca.gov](mailto:aguilarm@scag.ca.gov). Agendas & Minutes are also available at: [www.scag.ca.gov/committees](http://www.scag.ca.gov/committees).

SCAG, in accordance with the Americans with Disabilities Act (ADA), will accommodate persons who require a modification of accommodation in order to participate in this meeting. SCAG is also committed to helping people with limited proficiency in the English language access the agency's essential public information and services. You can request such assistance by calling (213) 630-1420. We request at least 72 hours (three days) notice to provide reasonable accommodations and will make every effort to arrange for assistance as soon as possible.



## Instructions for Public Comments

*You may submit public comments in two (2) ways:*

1. **In Writing:** Submit written comments via email to: [ePublicComment@scag.ca.gov](mailto:ePublicComment@scag.ca.gov) by 5pm on Tuesday, November 2, 2021. You are **not** required to submit public comments in writing or in advance of the meeting; this option is offered as a convenience should you desire not to provide comments in real time as described below.

All written comments received after 5pm on Tuesday, November 2, 2021 will be announced and included as part of the official record of the meeting.

2. **In Real Time:** If participating in real time via Zoom or phone, during the Public Comment Period, use the “raise hand” function on your computer or \*9 by phone and wait for SCAG staff to announce your name/phone number. SCAG staff will unmute your line when it is your turn to speak. Limit oral comments to 3 minutes, or as otherwise directed by the presiding officer.

If unable to connect by Zoom or phone and you wish to make a comment, you may submit written comments via email to: [ePublicComment@scag.ca.gov](mailto:ePublicComment@scag.ca.gov).

*In accordance with SCAG’s Regional Council Policy, Article VI, Section H and California Government Code Section 54957.9, if a SCAG meeting is “willfully interrupted” and the “orderly conduct of the meeting” becomes unfeasible, the presiding officer or the Chair of the legislative body may order the removal of the individuals who are disrupting the meeting.*



## Instructions for Participating in the Meeting

SCAG is providing multiple options to view or participate in the meeting:

### To Participate and Provide Verbal Comments on Your Computer

1. Click the following link: <https://scag.zoom.us/j/889726747>.
2. If Zoom is not already installed on your computer, click “Download & Run Zoom” on the launch page and press “Run” when prompted by your browser. If Zoom has previously been installed on your computer, please allow a few moments for the application to launch automatically.
3. Select “Join Audio via Computer.”
4. The virtual conference room will open. If you receive a message reading, “Please wait for the host to start this meeting,” simply remain in the room until the meeting begins.
5. During the Public Comment Period, use the “raise hand” function located in the participants’ window and wait for SCAG staff to announce your name. SCAG staff will unmute your line when it is your turn to speak. Limit oral comments to 3 minutes, or as otherwise directed by the presiding officer.

### To Listen and Provide Verbal Comments by Phone

1. Call **(669) 900-6833** to access the conference room. Given high call volumes recently experienced by Zoom, please continue dialing until you connect successfully.
2. Enter the **Meeting ID: 889 726 747**, followed by #.
3. Indicate that you are a participant by pressing # to continue.
4. You will hear audio of the meeting in progress. Remain on the line if the meeting has not yet started.
5. During the Public Comment Period, press \*9 to add yourself to the queue and wait for SCAG staff to announce your name/phone number. SCAG staff will unmute your line when it is your turn to speak. Limit oral comments to 3 minutes, or as otherwise directed by the presiding officer.



---

**EAC - Executive/Administration Committee**  
**Members – November 2021**

- 1. Hon. Clint Lorimore**  
Chair, Eastvale, RC District 4
- 2. Hon. Jan C. Harnik**  
1st Vice Chair, RCTC Representative
- 3. Sup. Carmen Ramirez**  
2nd Vice Chair, Ventura County
- 4. Hon. Rex Richardson**  
Imm. Past President, Long Beach, RC District 29
- 5. Hon. Jorge Marquez**  
CEHD Chair, Covina, RC District 33
- 6. Hon. Frank A. Yokoyama**  
CEHD Vice Chair, Cerritos, RC District 23
- 7. Hon. David Pollock**  
EEC Chair, Moorpark, RC District 46
- 8. Hon. Deborah Robertson**  
EEC Vice Chair, Rialto, RC District 8
- 9. Hon. Sean Ashton**  
TC Chair, Downey, RC District 25
- 10. Hon. Art Brown**  
TC Vice Chair, Buena Park, RC District 21
- 11. Hon. Alan Wapner**  
LCMC Chair, SBCTA Representative
- 12. Hon. Peggy Huang**  
LCMC Vice Chair, TCA Representative
- 13. Hon. Kathryn Barger**  
Pres. Appt., Los Angeles County
- 14. Hon. Larry McCallon**  
Pres. Appt., Highland, RC District 7
- 15. Hon. Cheryl Viegas-Walker**  
Pres. Appt., El Centro, RC District 1

---

**OUR MISSION**

*To foster innovative regional solutions that improve the lives of Southern Californians through inclusive collaboration, visionary planning, regional advocacy, information sharing, and promoting best practices.*

**OUR VISION**

*Southern California's Catalyst for a Brighter Future*

**OUR CORE VALUES**

*Be Open | Lead by Example | Make an Impact | Be Courageous*



- 16. Sup. Donald Wagner**  
Pres. Appt., Orange County
  
- 17. Hon. Andrew Masiel**  
Tribal Govt Regl Planning Board Representative
  
- 18. Randall Lewis**  
Business Representative, Non-Voting Member

---

**OUR MISSION**

*To foster innovative regional solutions that improve the lives of Southern Californians through inclusive collaboration, visionary planning, regional advocacy, information sharing, and promoting best practices.*

**OUR VISION**

*Southern California's Catalyst for a Brighter Future*

**OUR CORE VALUES**

*Be Open | Lead by Example | Make an Impact | Be Courageous*



## EXECUTIVE/ADMINISTRATION COMMITTEE MEETING AGENDA

Southern California Association of Governments  
Hybrid (In-Person and Remote Participation)  
**Wednesday, November 3, 2021**  
**3:00 PM**

The Executive/Administration Committee may consider and act upon any of the items on the agenda regardless of whether they are listed as Information or Action items.

### **CALL TO ORDER AND PLEDGE OF ALLEGIANCE** *(The Honorable Clint Lorimore, Chair)*

### **PUBLIC COMMENT PERIOD**

Members of the public are encouraged, but not required, to submit written comments by sending an email to: [ePublicComment@scag.ca.gov](mailto:ePublicComment@scag.ca.gov) by 5pm on Tuesday, November 2, 2021. Such comments will be transmitted to members of the legislative body and posted on SCAG's website prior to the meeting. Any writings or documents provided to a majority of the Executive Administration Committee regarding any item on this agenda (other than writings legally exempt from public disclosure) are available at the Office of the Clerk, located at 900 Wilshire Blvd., Suite 1700, Los Angeles, CA 90017 during normal business hours and/or by contacting the office by phone, (213) 630-1420, or email to [aguilarm@scag.ca.gov](mailto:aguilarm@scag.ca.gov). Written comments received after 5pm on Tuesday, November 2, 2021, will be announced and included as part of the official record of the meeting. Members of the public wishing to verbally address the Executive/Administration Committee in real time during the meeting will be allowed up to 3 minutes to speak, with the presiding officer retaining discretion to adjust time limits as necessary to ensure efficient and orderly conduct of the meeting. The presiding officer has the discretion to equally reduce the time limit of all speakers based upon the number of comments received. The total time period for all public comments related to items on the agenda and any other matter within the agency's subject matter jurisdiction is five (5) minutes. However, the presiding officer retains discretion to extend the 5-minute general comment period so that all members of the public desiring to speak may do so.

### **REVIEW AND PRIORITIZE AGENDA ITEMS**

#### **ACTION ITEM**

1. Findings to Continue Holding Virtual Regional Council and Committee Meetings Under AB 361  
*(Ruben Duran, BB&K Board Counsel)*

#### **RECOMMENDED ACTION:**

That the Executive Administration Committee (EAC), on behalf of the Regional Council (RC): (1) make the following findings required by Government Code Section 54953(e)(3) on the basis of the staff report, which is incorporated by this reference, that (i) a proclaimed state of emergency remains active in connection with the COVID-19 public health crisis, (ii) the EAC has reconsidered the circumstances of the state of emergency and (iii) state and local officials continue to impose or recommend measures to promote social distancing in relation to the COVID-19 public health crisis and, further, (2) authorize all legislative bodies of the Southern California Association of Government (SCAG), including the EAC, RC and all committees and task forces established by the RC or SCAG's Bylaws, to utilize remote teleconference meetings for a period of thirty (30) days pursuant to and in compliance with Brown Act provisions contained in Government Code Section 54953(e).



## EXECUTIVE/ADMINISTRATION COMMITTEE MEETING AGENDA

---

2. Resolution No. 21-637-1 Authorizing Acceptance One-Time Funds from the CA Workforce Development Board for Implementation of the Inclusive Economic Recovery Strategy  
*(Cindy Giraldo, Chief Financial Officer)*

### **RECOMMENDED ACTION FOR EAC:**

That the Regional Council approve Resolution No. 21-637-1 authorizing SCAG to accept one-time funds from the California Workforce Development Board in the amount of \$3,500,000 to support implementation of recommendations in the Inclusive Economic Recovery Strategy.

### **CONSENT CALENDAR**

#### Approval Items

3. Minutes of the Regular Meeting – October 6, 2021
4. Amending Contract Greater Than 30% of the Contract's Original Value: Bench Contract No. 19-052-C01 through C10 Information Technology (IT) Application Development and Support
5. Amending Contract Greater Than 30% of the Contract's Original Value and \$75,000: Contract No. 20-002-C01, with Best Best & Krieger LLP for Board Counsel Services and as Needed Litigation Services

#### Receive and File

6. Purchase Orders \$5,000 - \$199,999; Contracts \$25,000 - \$199,999 and Amendments \$5,000 - \$74,999
7. CFO Monthly Report

### **INFORMATION ITEM**

8. 2022 RC/EAC/Committee Meeting Options  
*(Darin Chidsey, Chief Operating Officer and Mike Houston, Chief Legal Counsel)*

### **CFO REPORT**

*(Cindy Giraldo, Chief Financial Officer)*

### **PRESIDENT'S REPORT**

*(The Honorable Clint Lorimore, Chair)*

### **EXECUTIVE DIRECTOR'S REPORT**

*(Kome Ajise, Executive Director)*

### **FUTURE AGENDA ITEMS**

### **ANNOUNCEMENTS**

### **ADJOURNMENT**



AGENDA ITEM 1  
REPORT

Southern California Association of Governments  
Hybrid (In-Person and Remote Participation)  
November 3, 2021

**To:** Executive/Administration Committee (EAC)  
Regional Council (RC)  
**From:** Michael Houston, Director of Legal Services/Chief Counsel  
(213) 630-1467, houston@scag.ca.gov  
**Subject:** Findings to Continue Holding Virtual Regional Council and Committee  
Meetings Under AB 361

EXECUTIVE DIRECTOR'S  
APPROVAL

**RECOMMENDED ACTION FOR EAC:**

That the Executive Administration Committee (EAC), on behalf of the Regional Council (RC): (1) make the following findings required by Government Code Section 54953(e)(3) on the basis of the staff report, which is incorporated by this reference, that (i) a proclaimed state of emergency remains active in connection with the COVID-19 public health crisis, (ii) the EAC has reconsidered the circumstances of the state of emergency and (iii) state and local officials continue to impose or recommend measures to promote social distancing in relation to the COVID-19 public health crisis and, further, (2) authorize all legislative bodies of the Southern California Association of Government (SCAG), including the EAC, RC and all committees and task forces established by the RC or SCAG's Bylaws, to utilize remote teleconference meetings for a period of thirty (30) days pursuant to and in compliance with Brown Act provisions contained in Government Code Section 54953(e).

**RECOMMENDED ACTION FOR RC:**

That the Regional Council (RC): (1) ratify the prior action of the Executive/Administration Committee taken at its November 3, 2021 meeting relating to findings made pursuant to Government Code Section 54953(e)(3); (2) make the following findings required by Government Code Section 54953(e)(3) on the basis of the staff report, which is incorporated by this reference, that (i) a proclaimed state of emergency remains active in connection with the COVID-19 public health crisis, (ii) the RC has reconsidered the circumstances of the state of emergency and (iii) state and local officials continue to impose or recommend measures to promote social distancing in relation to the COVID-19 public health crisis and, further, (3) authorize all legislative bodies of the Southern California Association of Government (SCAG), including the RC, EAC and all committees and task forces established by the RC or SCAG's Bylaws, to utilize remote teleconference meetings for a period of thirty (30) days pursuant to and in compliance with Brown Act provisions contained in Government Code Section 54953(e).

**STRATEGIC PLAN:**

This item supports the following Strategic Plan Goal 1: Produce innovative solutions that improve the quality of life for Southern Californians.



**EXECUTIVE SUMMARY:**

*On March 4, 2020, Governor Newsom issued a Proclamation of State of Emergency pursuant to Government Code Section 8625 in relation to the COVID-19 public health crisis. Thereafter, Governor Newsom issued Executive Orders N-29-20 and N-08-21. These executive orders suspended specific provisions in the Brown Act relating to teleconferencing/videoconferencing and provided flexibility to public agencies in conducting meetings to protect the public from transmission of the virus, while maintaining openness and transparency. These Executive Orders expired as of September 30, 2021. Recent urgency legislation was enacted amending the Brown Act to add Government Code section 54953(e) (hereafter, "Section 54953(e)"). Section 54953(e) allows legislative bodies to conduct remote/teleconferenced meetings without posting the location of teleconferenced meeting sites or making such sites available to the public (as is required by Section 54953(b)(3)), provided that certain conditions facilitating "real time" public participation and other requirements are satisfied. SCAG's Regional Council Policy Manual permits the holding of remote and teleconferenced meetings in the manner permitted by Section 54953(e).*

*The EAC, SCAG's Policy Committees and the RC met on October 6 and 7, 2021, respectively, pursuant to Section 54953(e), subdivision (1)(A). SCAG's legislative bodies may continue meeting pursuant to Section 54953(e) provided that certain findings are made periodically (not later than 30 days after the first meeting under Section 54953(e) and every 30 days thereafter). Further, to continue meeting in such manner, the meetings must be held pursuant to the requirements of subdivision (e) of Section 54953.*

*Findings, as provided in this staff report, can be made to continue meeting remotely. Action by the EAC and RC would facilitate and authorize all of SCAG's legislative bodies (the RC, EAC, Policy Committees, other committees and task forces) to continue utilizing teleconference/videoconference meetings for a thirty-day period. Further continuation of this practice would require the EAC and/or RC to reconsider the then-current circumstances and make findings accordingly.*

**BACKGROUND:**

On January 31, 2020, the United States Secretary of Health and Human Services declared a public health emergency based on the threat cause by COVID-19. The President of the United States issued a Proclamation Declaring a National State of Emergency Concerning COVID-19 beginning March 1, 2020. Thereafter, in response to COVID-19, the Governor of California issued a Proclamation of State of Emergency pursuant to Government Code Section 8625 in relation to the COVID-19 public health crisis on March 4, 2020. This proclamation has not been repealed or rescinded and a state of emergency continues to be declared in California with respect to COVID-19.

Following the March 2020 state of emergency declaration, Governor Newsom issued Executive Orders N-29-20 and N-08-21. These executive orders suspended specific provisions in the Brown Act relating to teleconferencing/videoconferencing and provided flexibility to public agencies as a means of protecting the public from transmission of the virus, while maintaining openness and transparency. These Executive Orders expired on September 30, 2021. Recent urgency legislation, Assembly Bill 361 (AB 361), was enacted to amend the Brown Act Brown Act's teleconferencing provisions. AB 361 adds Section 54953(e).

Section 54953(e) allows legislative bodies to meet virtually without posting the remote meeting locations and without providing public access at such locations (as is generally required by section 54953(b)(3)), provided there is a state of emergency, and either (1) state or local officials have imposed or recommended measures to promote social distancing or (2) the legislative body determines by majority vote that meeting in person would present imminent risks to the health and safety of attendees. Additionally, Section 54953(e) imposes transparency requirements to the management of remote and teleconference public meetings held under this section. Specifically, Section 54953(e) imposes two new requirements for remote public meetings:

1. Public agencies hosting teleconference meetings pursuant to Section 54953(e) in lieu of traditional in-person or teleconferenced meetings must permit direct "real time" public comment during the teleconference, and must leave open the opportunity for public comment until the comment period is closed during the ordinary course of the meeting. The opportunity to make public comment must be of a sufficient duration to allow actual public participation.
2. Any action by the governing body during a public teleconference meeting held under Section 54953(e) must occur while the agency is actively and successfully broadcasting to members of the public through a call-in option or an internet-based service option. If a technical disruption within the agency's control prevents members of the public from either viewing the meeting of the public agency, or prevents members of the public from offering public comment, the agency must cease all action on the meeting agenda until the disruption ends and the broadcast is restored.

SCAG has been successfully implementing the noted requirements for conducting public meetings in compliance with the prior executive orders and Section 54953(e). As a result, no change of the currently established procedures is required. Teleconference accessibility via call-in option or an internet-based service option (via the Zoom Webinars platform) is listed on the published agenda for each meeting of SCAG legislative bodies, and on SCAG's website. Further, SCAG provides access for public comment opportunities in real time at the time noted on the agenda.

The EAC and SCAG's Policy Committees and the RC met on October 6 and 7, 2021, respectively, pursuant to the newly enacted provisions in Government Code section 54953(e)(1)(A). Likewise, the Audit Committee and Emerging Technologies Committee met October 20<sup>th</sup> and 28<sup>th</sup> (respectively) in compliance with Section 54953(e)(1)(A). During each meeting, counsel advising these bodies read into the record the basis for meeting in this manner – namely that a declared state of emergency existed and County of Los Angeles Public Health Department currently imposes or recommends a variety of social distancing measures (such as recommendations to avoid crowded indoor spaces and to maintain six feet of social distancing, especially in cases where, as is the case here, the vaccination status of persons outside your household is unknown).

SCAG's legislative bodies may continue meeting pursuant to Section 54953(e) if certain findings are made periodically (not later than every 30 days) and provided, further, that such meetings continue to be held pursuant to the requirements of subdivision (e) of Section 54953. The required findings include: (1) the legislative body has reconsidered the circumstances of the state of emergency and (2) that either (i) state or local officials continue to recommend measures to promote social distancing or (ii) an in-person meeting would constitute an imminent risk to the safety of attendees. The findings can be made by motion of the legislative body, so long as there is record demonstrating the findings as, for instance, may be included in a staff report.

SCAG's Regional Policy Manual permits holding teleconference/videoconference meetings and permits the President to waive certain requirements in the Policy Manual where state law permits such waiver. Likewise, SCAG's Bylaws authorize the EAC to make decisions and take actions binding on SCAG if such decisions or actions are necessary prior to the next regular meeting of the Regional Council. (Art. V.C(3)(a).) Given the meetings of some SCAG committees occur before the next regularly scheduled RC meeting, staff's recommendation described above includes both EAC action to make the findings contained in this staff report and RC ratification of these findings by its own action.

If the findings below are made by the EAC and ratified/made by the RC, as permitted by Section 54953(e), all SCAG legislative bodies (i.e., the RC, EAC, Policy Committees and other SCAG committees and task forces) are authorized to meet pursuant to the Section 54953(e) for thirty days from such action. Further continuation beyond this period would require the EAC and/or RC to reconsider the then-current circumstances.

**FINDINGS:**

The recommendations in this staff report are based on the following facts and findings, made pursuant to Government Code Section 54953(e)(3), which are incorporated into the recommended action taken by the EAC and RC, as noted above:

1. The EAC and RC have reconsidered the circumstances of the state of emergency initially declared by the Governor on March 4, 2020, pursuant to section 8625 of the California Emergency Services Act, relating to the COVID-19 public health crisis and find that the declaration remains in effect. The continuation of virtual meetings will allow for full participation by members of the public, while social distancing recommendations remain in effect, and will facilitate the purposes of such social distancing recommendations by preventing large crowds from congregating at in indoor facilities for extended periods of time. Given that the vaccination status of meeting participants (including members of the public) is not known, it is prudent to use caution in protecting the health of the public, SCAG's employees and its membership where, as here, adequate virtual means exist to permit the meeting to occur by teleconference/videoconference with the public being afforded the ability to comment in real time.
2. The EAC and RC find that state and local officials continue to impose or recommend measures to promote social distancing. The Department of Industrial Relations' issuance of COVID-19 Prevention regulations through Title 8 of the California Code of Regulations, section 3205 *et seq.*, includes informing employees that masking and social distancing in the workplace are most effective when used in combination because particles containing the virus can travel more than six feet. Further the Los Angeles County Department of Public Health continues to recommend measures to promote social distancing, including recommendations to avoid crowded indoor spaces and to maintain six feet of social distancing, especially in cases where the vaccination status of persons outside a person's household is unknown. Finally, SCAG's primary offices and its regional offices remain closed to the public in relation to the COVID-19 emergency declaration.

**CONCLUSION:**

Staff recommends the actions described above be taken based on the findings contained in this staff report. Should further remote meetings pursuant to Section 54953(e) be warranted, the EAC and/or RC are required to reconsider the circumstances and make findings to continue holding meetings in this manner.

**FISCAL IMPACT:**

None.



Southern California Association of Governments  
Hybrid (In-Person and Remote Participation)  
November 3, 2021

To: Executive/Administration Committee (EAC)  
Regional Council (RC)

EXECUTIVE DIRECTOR'S  
APPROVAL

From: Jenna Hornstock, Deputy Director  
(213) 630-1448, hornstock@scag.ca.gov

Subject: Resolution No. 21-637-1 Authorizing Acceptance One-Time Funds from  
the CA Workforce Development Board for Implementation of the  
Inclusive Economic Recovery Strategy

**RECOMMENDED ACTION FOR EAC:**

That the Regional Council approve Resolution No. 21-637-1 authorizing SCAG to accept one-time funds from the California Workforce Development Board in the amount of \$3,500,000 to support implementation of recommendations in the Inclusive Economic Recovery Strategy.

**RECOMMENDED ACTION FOR RC:**

Approve Resolution No. 21-637-1 authorizing SCAG to accept one-time funds from the California Workforce Development Board in the amount of \$3,500,000 to support implementation of recommendations in the Inclusive Economic Recovery Strategy.

**STRATEGIC PLAN:**

This item supports the following Strategic Plan Goal 1: Produce innovative solutions that improve the quality of life for Southern Californians. 4: Provide innovative information and value-added services to enhance member agencies' planning and operations and promote regional collaboration.

**EXECUTIVE SUMMARY:**

*On July 1, 2021, the Regional Council adopted the Inclusive Economic Recovery Strategy (IERS), a data and outreach-informed strategy focused on economic recovery from the pandemic and opportunities to ensure inclusive economic growth for SCAG's lower income communities and communities of color. Through AB129 (July 2021) and with support from Senator Rubio (West Covina), SCAG was allocated one-time funds in the amount of \$3,500,000 to be administered through the California Workforce Development Board. These funds are to implement several core recommendations of the IERS as further defined in the workplan and deliverables, below. SCAG is seeking a Regional Council resolution to accept the funds.*

**BACKGROUND:**

As part of his FY 2020-21 Work Plan, the FY 2020-21 SCAG President Rex Richardson (also the Vice Mayor of the City of Long Beach) initiated an Inclusive Economic Recovery Strategy (IERS) plan. Development of the plan was driven by a listen, convene, and catalyze approach. In the summer and fall of 2020, SCAG staff developed baseline data and indicators that confirm the disparate impacts COVID-19 has on the region's communities of color and overall racial disparities in access to economic opportunity. SCAG also conducted listening tours, completed an extensive best practices and literature review, and, on December 1, 2020, held (virtually) the 11<sup>th</sup> annual Economic Summit with the theme of "Charting an Inclusive Economic Recovery." The summit was attended by more than 400 stakeholders from across the region.

In February and March 2021, SCAG held 22 small-group convenings to share data, guiding principles and focus areas with stakeholders across key sectors, municipal entities, community-based organizations, labor representatives, workforce development and academic institutions, and the development and financial sectors. These convenings included participants from across the region and focused on understanding current activities toward inclusive economic growth and prioritizing policies and programs that SCAG should lift up in the final IERS. Findings and draft recommendations were shared back to convening participants, several SCAG policy committees, and were published for public comment in May 2021. The final report and recommendations incorporated additional feedback and were adopted by the SCAG Regional Council on July 1, 2021. The report and related resource materials are posted at <https://scag.ca.gov/inclusive-economic-recovery-strategy>.

Through the State of California mid-year budget revise process, AB129 allocated one time funding of \$3,500,000 to SCAG, to be administered through the California Workforce Development Board, to implement several core recommendations of the IERS, as described in the workplan provided to the State and summarized below. SCAG staff will implement the workplan recommendations through staff time, consultant support, and partnerships with subregional economic development corporations, economists, universities/think tanks, community-based organizations and non-profits, and other partners to be determined through outreach efforts that will commence with the kick-off of the workplan. The period of performance for the State-funded workplan is 2022 – 2024.

The work plan for this one-time funding is organized around five study areas and deliverables:

- 1. Supporting expansion of the number of, and access to, middle wage jobs.** This effort will produce six reports, one for each of SCAG's 6 counties, that is an action-oriented implementation plan for training and expanded access to family supporting jobs. This work will build on similar efforts already underway across the region, would include engagement with sector leaders, educational institutions that provide training, workforce development departments to identify opportunities and challenges and will engage community-based

organizations to root the recommendations in the lived experiences of stakeholders. Data from this work can also support the State's recommendation of identifying future work needs and future jobs.

2. **Strengthening supply chains and access to contracting opportunities.** This effort will produce two best practice toolkits, which will be implementation oriented "how to" guides for (1) public sector and (2) anchor institutions to expand access to their supply chains and contracting opportunities to small, minority-, woman- and veteran-owned businesses.

SCAG will start with a scan/survey of current state-wide and regional efforts, combined with a review of the broader national efforts and best practices from equity-focused organizations. SCAG will hold several convenings with contracting professionals as well as small business organizations (likely chambers of commerce and other trade associations).

Based on both the review and outreach, SCAG will draft recommended approaches to implementing DEI-focused programs and policies in contracting. For the government contracting toolkit, SCAG will include model ordinances and policies that can be easily adopted. For both toolkits, SCAG will recommend networking and outreach strategies. Finally, SCAG will work to identify partners to pilot DEI-centered contracting and supply chain policies.

3. **Construction apprenticeships and training.** This effort will produce a set of recommendations and aim to create a pilot program to expand upon and improve training and apprenticeship programs with a focus on construction. SCAG would contract with partners in labor and development to convene core stakeholders. The effort would identify current programs, what is working and what areas could use improvement and/or new approaches. Working with the stakeholders and through best practices research, SCAG would develop a report with recommendations for both improvements to existing programs as well as a pilot program addressing new opportunities created through new State funding sources.
4. **Providing Regional Data.** SCAG will develop at least three sets of regional data identified in the IERS, to support both State efforts and broader inclusive economic growth efforts:
  - (a) Work with the State to develop a sub-regional job quality index, which was a recommendation in the California Future of Work Commission's March 2021 report, A New Social Compact for Work and Workers. The job quality index would analyze monthly wage data to understand growth of quality jobs by industry using a range of measures;
  - (b) Produce county-level economic analyses to determine the local economic impact of racial and gender inequality; and
  - (c) Partner with organizations that are made up of, and work in, tribal communities to conduct targeted engagement to better understand the unique needs of Indigenous communities in Southern California in terms of economic growth and opportunity.

- 5. Addressing human capital needs.** This effort will produce a report with recommendations and best practices around core programmatic supports that expand access to training and employment, with an emphasis on lower income communities and communities of color.

Working with the same “tables” and community-based partners that will be engaged on the family-supporting jobs studies, SCAG will address core intersectional issues such as childcare, healthcare, transportation, and others, that are key to increasing access to both training and direct employment opportunities. The list of priority areas to address will be determined through the initial outreach efforts. Based on the priorities identified, SCAG will identify additional partners and experts and convene working groups to identify best practices, challenges to overcome, partners and potential pilot programs. This work will also tie to existing funding resources, to route recommendations in what is feasible with existing resources, while also identifying where new or different funding resources are needed.

**FISCAL IMPACT:**

If approved by the Regional Council, SCAG will receive \$3,500,000 in one-time funds from the California Workforce Development Board to support implementation of recommendations from the IERS. The funds will be programmed in Amendment 2 of the FY 2021-22 Overall Work Program (OWP).

**ATTACHMENT(S):**

1. Resolution 21-637-1 - IERS Funding





RESOLUTION NO. 21-637-1

A RESOLUTION OF THE SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS (SCAG) AUTHORIZING SCAG TO ACCEPT CALIFORNIA WORKFORCE DEVELOPMENT BOARD ONE TIME FUNDING IN THE AMOUNT OF \$3,500,000 TO SUPPORT IMPLEMENTATION OF THE INCLUSIVE ECONOMIC RECOVERY STRATEGY

SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS 900 Wilshire Blvd., Ste. 1700 Los Angeles, CA 90017 T: (213) 236-1800 www.scag.ca.gov

REGIONAL COUNCIL OFFICERS

- President Clint Lorimore, Eastvale
First Vice President Jan C. Harnik, Riverside County Transportation Commission
Second Vice President Carmen Ramirez, County of Ventura
Immediate Past President Rex Richardson, Long Beach

COMMITTEE CHAIRS

- Executive/Administration Clint Lorimore, Eastvale
Community, Economic & Human Development Jorge Marquez, Covina
Energy & Environment David Pollock, Moorpark
Transportation Sean Ashton, Downey

WHEREAS, the Southern California Association of Governments (SCAG) is the Metropolitan Planning Organization, for the six-county region consisting of Los Angeles, Orange, San Bernardino, Riverside, Ventura, and Imperial counties;

WHEREAS, on July 1, 2021 the Regional Council adopted the Inclusive Economic Recovery Strategy ("IERS") which provided recommendations for how the region can recover from the economic impacts and focus on inclusive economic growth that improves outcomes for lower income communities and communities of color;

WHEREAS, SCAG was awarded one-time funding in the amount of \$3,500,000 through AB129, to be administered by the California Workforce Development Board, to support implementation of recommendations in the IERS ("Funds"); and

WHEREAS, the Funds will be used to implement core recommendations, analysis and subregional strategies identified in the funding workplan provided to the State, which will involve SCAG staff time, consulting services and partnerships with both subregional organizations and non-profits.

NOW, THEREFORE, BE IT RESOLVED, by the Regional Council that SCAG is authorized to accept and administer the Funds to support implementation of the Inclusive Economic Recovery Strategy.

BE IT FURTHER RESOLVED THAT:

- 1. That the Regional Council hereby authorizes SCAG to accept funds in the amount of \$3,500,000 from the California Workforce Development Board to support implementation of the recommendations in the IERS as described above.
2. That SCAG's Executive Director or his designee is hereby designated and authorized by the Regional Council to execute all necessary agreements and other documents on behalf of the Regional Council as they relate to implementing the activities identified in the IERS and funded through the Funds.

Attachment: Resolution 21-637-1 - IERS Funding (Resolution No. 21-637-1 Authorizing Acceptance of Funds from the CA Workforce

**PASSED, APPROVED AND ADOPTED** by the Regional Council of the Southern California Association of Governments at its regular meeting this 4th day of November 2021.

---

Clint Lorimore  
President, SCAG  
Mayor Pro Tem, Eastvale

Attested by:

---

Kome Ajise  
Executive Director

Approved as to Form:

---

Michael R.W. Houston  
Chief Counsel



Southern California Association of Governments  
Hybrid (In-Person and Remote Participation)  
November 3, 2021

**MINUTES OF THE MEETING  
EXECUTIVE/ADMINISTRATION COMMITTEE (EAC)  
WEDNESDAY, OCTOBER 6, 2021**

THE FOLLOWING MINUTES IS A SUMMARY OF ACTIONS TAKEN BY THE EXECUTIVE/ADMINISTRATION COMMITTEE (EAC). A VIDEO AND AUDIO RECORDING OF THE ACTUAL MEETING IS AVAILABLE AT: <http://scag.iqm2.com/Citizens/>

The Executive/Administration Committee (EAC) of the Southern California Association of Governments (SCAG) held its regular meeting both in person and virtually (telephonically and electronically), given the declared state of emergency (pursuant to State of Emergency Proclamation dated March 4, 2020) and local public health directives imposing and recommending social distancing measures due to the threat of COVID-19, and pursuant to Government Code Section 54953(e)(1)(A). A quorum was present.

**Members Present**

<b>Hon. Clint Lorimore, President</b>	<i>Eastvale</i>	<b>District 4</b>
<b>Hon. Jan Harnik, 1<sup>st</sup> Vice President</b>		<b>RCTC</b>
<b>Hon. Carmen Ramirez, 2<sup>nd</sup> Vice President</b>		<b>Ventura County</b>
<b>Hon. Rex Richardson, Imm. Past President</b>	<i>Long Beach</i>	<b>District 29</b>
Hon. Jorge Marquez, Chair, CEHD	<i>Covina</i>	District 33
Hon. Frank Yokoyama, Vice Chair, CEHD	<i>Cerritos</i>	District 23
Hon. David Pollock, Chair, EEC	<i>Moorpark</i>	District 46
Hon. Deborah Robertson, Vice Chair, EEC	<i>Rialto</i>	District 8
Hon. Sean Ashton, Chair, TC	<i>Downey</i>	District 25
Hon. Art Brown, Vice Chair, TC	<i>Buena Park</i>	District 21
Hon. Alan D. Wapner, Chair, LCMC		SBCTA
Hon. Peggy Huang, Vice Chair, LCMC		TCA
Hon. Larry McCallon, President’s Appt.	<i>Highland</i>	District 7
Hon. Cheryl Viegas-Walker, President’s Appt.	<i>El Centro</i>	District 1
Mr. Randall Lewis, Ex-officio	<i>Lewis Group of Companies</i>	Business Representative

**Members Not Present**

Hon. Kathryn Barger, President’s Appt.		Los Angeles County
Hon. Donald P. Wagner, President’s Appt.		Orange County
Hon. Andrew Masiel, Sr.	<i>Pechanga Dev. Corp.</i>	TGRPB Representative



**Staff Present**

Kome Ajise, Executive Director  
Darin Chidsey, Chief Operating Officer  
Debbie Dillon, Chief Strategy Officer  
Cindy Giraldo, Chief Financial Officer  
Sarah Jepson, Director of Planning  
Carmen Fujimori, Human Resources Director  
Javiera Cartagena, Director of Policy and Public Affairs  
Julie Shroyer, Chief Information Officer  
Michael Houston, Chief Counsel, Director of Legal Services  
Jeffery Elder, Deputy Legal Counsel  
Ruben Duran, Board Counsel  
Maggie Aguilar, Clerk of the Board  
Cecilia Pulido, Deputy Clerk of the Board

**CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

The Honorable Clint Lorimore called the meeting to order at 3:00 p.m.

Given the declared state of emergency (pursuant to State of Emergency Proclamation dated March 4, 2020) and local public health directives imposing and recommending social distancing measures due to the threat of COVID-19, and pursuant to Government Code Section 54953(e)(1)(A), President Lorimore announced the meeting was being held both in person and virtually (telephonically and electronically).

President Lorimore asked Larry McCallon, Highland, District 7, to lead the Pledge of Allegiance.

Ruben Duran, Board Counsel, stated there was a designated portion allotted for public comment on the agenda, up to 10 minutes, to allow members of the public to comment in real time as was required by newly enacted legislation, AB 361. He stated this was being done out of an abundance of caution and to encourage and promote public participation and transparency in the EAC business.

**PUBLIC COMMENT PERIOD**

President Lorimore opened the Public Comment Period and outlined instructions for public comments. He noted the total time period for all public comments related to items on the agenda and any other matter within the agency's subject matter jurisdiction was ten minutes and the public

comment period would be held open for at least 10 minutes to afford the public the ability to comment on all items on this agenda.

He reminded the public to submit comments via email to [ePublicComment@scag.ca.gov](mailto:ePublicComment@scag.ca.gov). Board Counsel Duran acknowledged there were no written public comments received by email before or after the deadline. Board Counsel Duran read a statement for the record on the basis for holding this meeting pursuant to recent amendments to the Brown Act, noting the current recommended social distancing measures and existing declared state of emergency.

Regional Councilmember Frank Yokoyama, Cerritos, District 23, made a statement relating to conducting in person meetings in the City of Cerritos and asked Board Counsel Duran if hybrid meetings required any specific considerations. Board Counsel Duran provided a response in regard to this inquiry and elaborated further on the requirements for conducting hybrid meetings.

The Clerk announced ten minutes had elapsed.

Seeing no public comment speakers, President Lorimore closed the Public Comment Period.

#### **REVIEW AND PRIORITIZE AGENDA ITEMS**

There was no prioritization of agenda items.

#### **ACTION ITEM**

1. Resolution No. 21-636-1 Regarding Acceptance of Office of Traffic Safety Grant Funds to Support the Active Transportation Safety and Encouragement Campaign

Ms. Giraldo reported staff was seeking the Executive Administration Committee's approval to recommend to the Regional Council to approve a resolution authorizing SCAG to accept a \$1,250,000 grant award from the Office of Traffic Safety. She indicated that when the report was written SCAG had only received tentative approval of the award, but she was pleased to report that they had received final award approval. She stated that with Regional Council approval this would be their sixth year of successfully bringing these grant funds forward which would be used to fund the Go Human Safety program and engagement across the region.

A MOTION was made (Wapner) that the Regional Council approve Resolution No. 21-636-1 authorizing SCAG to accept the Office of Traffic Safety grant funds in the amount of \$1,250,000 to support the Southern California *Go Human* Campaign. Motion was SECONDED (Brown) and passed by the following votes:



**AYES:** Ashton, Brown, Harnik, Huang, Lorimore, Marquez, McCallon, Pollock, Ramirez, Richardson, Robertson, Viegas-Walker, Wapner and Yokoyama (14)

**NOES:** None (0)

**ABSTAIN:** None (0)

**CONSENT CALENDAR**

Approval Items

2. Minutes of the Regular Meeting – September 1, 2021
3. 2022 Meeting Schedule of the Executive Administration Committee, Policy Committees, and Regional Council
4. Contract Amendment Greater Than \$75,000, Contract No. 18-040-C01 Amendment No. 3, Regional Data Platform
5. Contract Amendment Greater Than 30% of the Contract’s Original Value, Contract No. 19-003A-C01, Amendment No. 6, Great Plains (GP) Enterprise Software Services
6. Contracts \$200,000 or Greater: Contract No. 22-024-C01, ESRI Advantage Program
7. SB 9 (Atkins) – Status Report

Receive and File

8. Californians for Community Planning Voter Initiative
9. Purchase Orders \$5,000 - \$199,999; Contracts \$25,000 - \$199,999 and Amendments \$5,000 - \$74,999
10. CFO Monthly Report

A MOTION was made (Pollock) to approve Consent Calendar, Items 2 through 7; Receive and File Item 8 through 10. Motion was SECONDED (Marquez) and passed by the following votes:

**AYES:** Ashton, Brown, Harnik, Huang, Lorimore, Marquez, McCallon, Pollock, Ramirez, Richardson, Robertson, Viegas-Walker, Wapner and Yokoyama (14)

**NOES:** None (0)

**ABSTAIN:** None (0)

### **CFO REPORT**

Cindy Giraldo, Chief Financial Officer, reported that significant effort was being put into meeting the documentation requirements requested by the external auditors in support of the annual financial statements. She also noted that the budget and grants department was busy as well working on parallel tracks to prepare both the budget amendment for the current fiscal year which would come before this committee in December and the preparation of the fiscal year 2023 budget. She also reported that collection dues had increased to about 83%, leaving about \$380,000 to be collected. Lastly, she reported that Tom Philip, Accounting Manager had left SCAG to pursue other opportunities and was happy to report that Erika Bustamante, Budget and Grants Manager, had agreed to work as Interim Accounting Manager until a permanent replacement was found. She indicated this generated another opportunity in the budget and grants department for another SCAG employee to step up as the Interim Budget and Grants Manager.

### **PRESIDENT'S REPORT**

President Lorimore noted that it was hashtag Clean Air Day and hashtag Walk to School Day. He indicated that just before the meeting they were able to make it to a school down the street from the SCAG's offices and thanked staff for setting it up. He highlighted that it was Clean Air Day and throughout the year, residents dealt with some of the worst air quality in the nation. He stated they had seen heavy smoke from wildfires and a rebound in traffic on the roads and freeways. He noted these were considerable public health impacts on the region. He proceeded to present a Clean Air Day Proclamation in support of California Clean Air Day. He stated that while SCAG's planning efforts have played an important role in the region's air quality improvements over the past few decades, millions of residents continue to suffer from poor air quality. He indicated they could all play a part in addressing air pollution in the region, and this was what this proclamation was all about. He proclaimed that SCAG was pleased to join the coalition for clean air and hundreds of other public and private entities in taking action to make air healthier by participating in California Clean Air Day on October 6, 2021. He further stated that SCAG was taking the organizational pledge committing to its various clean and sustainable planning policies, programs, strategies, and initiatives to improve air quality in Southern California as reflected in its adopted Connect SoCal plan. He also noted that there were many useful resources available on the California Clean Air Day website ([cleanairday.org](http://cleanairday.org)) tailored for both organizations and individuals. Lastly, he stated the next meeting of the EAC was scheduled for Wednesday, November 3, 2021, at 3:00 p.m.

---

**EXECUTIVE DIRECTOR'S REPORT**

Executive Director Ajise noted that last month was California pedestrian safety month and October was national pedestrian safety month. He indicated SCAG had resources on the website that would encourage people, local partners, and stakeholders to participate in the safety pledge with the rest of them. He announced the 12th annual Southern California Economic Summit was set for Thursday, December 2, and would focus on the theme from inclusive recovery to inclusive growth. He indicated that while they initially planned to hold this economic summit in person, due to the evolving public health concerns, they made the tough decision to change the format. He expressed they were looking forward to holding a very successful virtual conference for the second time in a row. He stated the program would feature the debut of new research and analysis of the state of the region's economy, expert commentary on the issues of how to keep Southern California competitive, and a list of funding programs and innovative approaches to kickstarting inclusive economic growth. Lastly, he noted that there was a public hearing tomorrow on the Greenprint. He stated that since the report had been put out a week ago, there had been a lot of input and as a result, had an amended staff recommendation that would be posted this afternoon.

**FUTURE AGENDA ITEMS**

There were no future agenda items.

**ANNOUNCEMENTS**

There were no announcements.

**ADJOURNMENT**

There being no further business, President Lorimore adjourned the Regular Meeting of the Executive Administration Committee at 3:32 p.m.

[MINUTES ARE UNOFFICIAL UNTIL APPROVED BY THE EAC]

//



Executive / Administration Committee Attendance Report

2021-22																
MEMBERS	CITY	Representing	JUN	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	Total Mtgs Attended To Date	
Hon. Clint Lorimore, President	Eastvale	District 4	1	1	<b>D</b>	1	1								4	
Hon. Jan Harnik, Chair, 1st Vice Chair		RCTC	1	1		1	1									4
Sup. Carmen Ramirez, 2nd Vice Chair		Ventura County	1	1		1	1									4
Hon. Rex Richardson, Imm. Past President	Long Beach	District 29	1	0		0	1									2
Hon. Jorge Marquez, Chair, CEHD	Covina	District 33	1	0		1	1									3
Hon. Frank Yokoyama, Vice Chair, CEHD	Cerritos	District 23	1	1		1	1									4
Hon. David Pollock, Chair, EEC	Moorpark	District 46	1	1		1	1									4
Hon. Deborah Roberston, Vice Chair, EEC	Rialto	District 8	1	1		<b>A</b>	1	1								4
Hon. Sean Ashton, Chair, TC	Downey	District 25	1	0			1	1								
Hon. Art Brown, Vice Chair, TC	Buena Park	District 21	1	1		1	1									4
Hon. Alan Wapner, Chair, LCMC		SBCTA	1	1		<b>R</b>	1	1								4
Hon. Peggy Huang, Vice Chair, LCMC		TCA	1	1			1	1								
Sup. Kathryn Barger, President's Appt.		Los Angeles County	1	1		1	0									3
Hon. Larry McCallon, President's Appt.	Highland	District 7	1	1		<b>K</b>	1	1								4
Hon. Cheryl Viegas-Walker, President's Appt.	El Centro	District 1	1	1			1	1								
Sup. Donald P. Wagner, President's Appt.		Orange County	1	1		1	0									3
Hon. Andrew Masiel, Sr.	Pechanga Dev. Corporation	Tribal Government Regional Planning Board	1	0	0	0									1	
Mr. Randall Lewis, Ex-Officio Member	Lewis Group of Companies	Business Representative	1	1	1	1									4	
			18	14	0	16	15	0	0	0	0	0	0	0	63	

Attachment: EAC Attendance Sheet 2021-22 (Minutes of the Meeting - October 6, 2021)



AGENDA ITEM 4  
REPORT

Southern California Association of Governments  
Hybrid (In-Person and Remote Participation)  
November 3, 2021

To: Executive/Administration Committee (EAC)  
Regional Council (RC)

EXECUTIVE DIRECTOR'S  
APPROVAL

From: Cindy Giraldo, Chief Financial Officer  
(213) 630-1413, giraldo@scag.ca.gov

Subject: Amending Contract Greater Than \$75,000 and 30% of the Contract's  
Original Value: Bench Contract No. 19-052-C01 through C10 Information  
Technology (IT) Application Development and Support

**RECOMMENDED ACTION:**

That the Regional Council:

- 1) Approve Amendment No. 1 to bench contracts 19-052-C01 through 19-052-C10, with 22nd Century Technologies, Inc.; AgreeYa Solutions, Inc.; Commercial Programming Systems, Inc.; Computer Aid, Inc.; Coolsoft, LLC; Global IT Services, Inc.; Infojini, Inc.; Radgov, Inc.; SATWIC, Inc.; and Sierra Cybernetics, Inc. in an amount not to exceed \$1,500,00 beginning with FY22 and continuing beyond into future fiscal years, to provide project-based technical resources;
- 2) Continue authorization to waive the requirement to receive Regional Council approval for IT bench contract awards exceeding \$200,000 and for IT bench contract amendments exceeding \$75,000 or 30% of the original contract value. Maximum cumulative value of contracts awards are subject to the total Regional Council authorized IT bench funding, currently at \$2,480,000 (\$1,500,000 authorized as part of recommended action 1) and \$980,000 authorized by the Regional Council on 9/2/20). This authorization would continue for the duration of the current 5-year term of the established IT bench; and
- 3) Authorize the Executive Director, or his designee, pursuant to legal counsel review, to execute the contract amendment on behalf of SCAG.

**STRATEGIC PLAN:**

This item supports the following Strategic Plan Goal: 4: Provide innovative information and value-added services to enhance member agencies' planning and operations and promote regional collaboration.

**EXECUTIVE SUMMARY:**

*Since 2012 SCAG's Information Technology (IT) Division has required project based technical resources to implement the IT work plan in support of SCAG's mission. Since that time the*

*Regional Council (RC) has authorized staff to use these technical resources and return to the RC for continued fiscal authorization. Staff received the most recent authorization on September 2, 2020, at a meeting of the Executive/Administration Committee (EAC - Addenda Item No. 4) which authorized staff to enter into fiscal year 2020-21 (FY21) contracts with ten (10) firms (mentioned below) that were competitively procured under contracts 19-052-C01 through 19-052-C10.*

*This procurement model has provided great results within the organization. By pre-negotiating rates for services known to be in demand, SCAG has lowered administrative costs, increased efficiency and productivity and has become a template for other departments within the organization seeking competitively procured but agile access to resources. Staff recommends extending the terms of these 10 contracts (19-052-C01 through 19-052-C10), add funding in the amount of \$1,500,000 for the remaining three years of the contract period based on project needs, and compete for new IT services by issuing Requests for Offer (RFOs) to the 10 firms.*

*As in the past, staff also requests to continue the authorization to exceed the \$200,000 contract limit per procurement procedures for each individual contract for IT resources, when an individual resource is retained for project support to maintain consistency and effectiveness for up to 5 years. This includes a waiver of the agency's procurement requirement of obtaining the Regional Council's approval for contracts above \$200,000 for any individual contract awarded to one of the IT bench consultants as well as a waiver to the procurement requirement of needing Regional Council approval for any contract amendment beyond \$75,000 or 30% of its original value or beyond the normal \$200,000 RC approval threshold for any individual contract awarded to any of the IT bench consultants.*

*The approved FY22-24 IT work plan includes, but is not limited to system development and support related to:*

- *Enterprise Geographic Information System (EGIS) geodatabases used by SCAG planners, city staff and the public, accessible through SCAG's websites.*
- *Planning applications, including Inter Governmental Review (IGR), Local Profiles, and others.*
- *Websites, external and internal, used by staff, partners and the public.*
- *Administrative systems, such Financial Management System (FMS), Customer Relationship Management (CRM), and others.*
- *Scenario Planning Model (SPM) systems used by SCAG staff, and regional partners and the public.*
- *IT infrastructure communication systems.*

*This amendment exceeds \$75,000 and 30% of the contract's original value. Therefore, in accordance with the SCAG Procurement Manual (January 2021) Section 9.3, it requires the Regional Council's approval.*



**BACKGROUND:**

Staff recommends executing the following amendments greater than \$75,000 and 30% of the contract's original value:

<u>Consultant/Contract #</u>	<u>Amendments Purpose</u>	<u>Amendment Amount</u>
Various (19-052-C01 through 19-052-C10)	The consultants shall provide Information Technology (IT) Application Development and Support on an as-needed project and hourly basis at pre-negotiated rates.	<b>\$1,500,000</b>

**FISCAL IMPACT:**

Funding for various IT contracts is available in the FY 2021-22 Overall Work Program Budget and Indirect Cost Budget. Funding for subsequent fiscal years through FY2024-2025 will be included in future year budgets.

**ATTACHMENT(S):**

1. Contract Summanry 19-052B-C01 through C10 Amendment 1
2. Contract Summary 19-052-C01 through C10 COI

**CONSULTANT CONTRACT NOS.19-052B-C01 THROUGH 19-052B-C10**  
**AMENDMENT NO. 1**

**Consultants:** 22<sup>nd</sup> Century Technologies, Inc.;  
AgreeYa Solutions, Inc.;  
Commercial Programming Systems, Inc.;  
Computer Aid, Inc.;  
Coolsoft, LLC;  
Global IT Services, Inc.;  
Infojini, Inc.;  
Radgov, Inc.;  
SATWIC, Inc.; and  
Sierra Cybernetics, Inc.

**Background &  
Scope of Work:**

Since 2012 SCAG’s Information Technology (IT) Division has required project based technical resources to implement the IT work plan in support of SCAG’s mission. Since that time the Regional Council has authorized staff to use these technical resources and return to the Reginal Council for continued fiscal authorization. Staff received the most recent authorization on September 2, 2020, at a meeting of the Executive/Administration Committee (EAC - Addenda Item No. 4) which authorized staff to enter into fiscal year 2020-21 (FY21) contracts with ten (10) firms (mentioned below) that were competitively procured under contracts 19-052-C01 through 19-052-C10.

This procurement model has provided great results within the organization. By pre-negotiating rates for services known to be in demand, SCAG has lowered administrative costs, increased efficiency and productivity and has become a template for other departments within the organization seeking competitively procured but agile access to resources. Staff recommends extending the terms of these ten 19-052 contracts, add funding in the amount of \$1,500,000 for the remaining three years of the contract period based on project needs, and compete for new IT services by issuing Requests for Offer (RFOs) to the ten (10).

As in the past, staff also requests to exceed the \$200,000 contract limit per procurement procedures for each individual contract for IT resources, when an individual resource is retained for project support to maintain consistency and effectiveness for up to 5 years. This includes a waiver of the agency’s procurement requirement of obtaining the Regional Council’s approval for contracts above \$200,000 for any individual contract awarded to one of the IT bench consultants as well as a waiver to the procurement requirement of needing Regional Council approval for any contract amendment beyond \$75,000 or 30% of its original value or beyond the normal \$200,000 Regional Council approval threshold for any individual contract awarded to any of the IT bench consultants.

The approved FY22-24 IT work plan includes, but is not limited to system development and support related to:

- Enterprise Geographic Information System (EGIS) geodatabases used by SCAG planners, city staff and the public, accessible through SCAG’s websites.

- Planning applications, including Inter Governmental Review (IGR), Local Profiles, and others.
- Websites, external and internal, used by staff, partners and the public.
- Administrative systems, such Financial Management System (FMS), Customer Relationship Management (CRM), and others.
- Scenario Planning Model (SPM) systems used by SCAG staff, and regional partners and the public.
- IT infrastructure communication systems.

**Project’s Benefits & Key Deliverables:**

Using IT resources on a contract-by-contract basis gives SCAG the agility to acquire specialized skills to meet varying technologies, demands and workloads. This increases SCAG’s effectiveness in deploying new technology, broadens the qualified resource pool, shortens project delivery time, and in many cases, reduces the overall cost of projects. The work of each IT firm is tied to a specific scope related to a particular project, including agreed deliverables and rates, estimated hours, and schedules.

**Strategic Plan:**

This item supports SCAG’s Strategic Plan Goal 4: Develop, Maintain and Promote the Utilization of State of the Art Models, Information Systems and Communication Technologies; Objective d: Integrate Advanced Information and Communication Technologies.

**Contract Amendment Amount:**

<b>Amendment 1</b>	<b>\$1,500,000</b>
RFO 4 Website Redesign Project Manager	\$163,270
RFO 3 MS TEAMS Implementation	\$80,720
RFO 2 CRM Development and Support	\$287,905
RFO 1 Sr. Enterprise GIS Administrator	\$142,454
Subtotal Committed (RFO’s 1-4):	\$674,349
<b>Original Contract Value Across the Bench of 10 Contracts:</b>	<b><u>\$980,000</u></b>
<b>Total Bench Contract is not to exceed:</b>	<b>\$2,480,000</b>

**Contract Period:**

December 5, 2019 through December 31, 2024

**Funding:**

Funding for various IT contracts is available in the FY 2021-22 Overall Work Program Budget and Indirect Cost Budget. Funding for subsequent fiscal years through FY 2024-2025 will be included in future year budgets.

**Basis for the Amendment:**

The Proposal Review Committee recommended each of the ten (10) firms listed above for the contract award based on technical qualifications, breadth and quality of resources, company stability and viability, price and customer references. Any new awards will be based on this same criteria.

**Conflict Of Interest (COI) Form - Attachment  
For November 4, 2021 Regional Council Approval**

Staff request the Regional Council to authorize staff to:

- 1) Approve Amendment No. 1 to bench contracts 19-052-C01 through 19-052-C10, with 22nd Century Technologies, Inc.; AgreeYa Solutions, Inc.; Computer Aid, Inc.; Commercial Programming Systems, Inc.; Coolsoft, LLC; Global IT Services, Inc.; Infojini, Inc.; Radgov, Inc.; SATWIC, Inc.; and Sierra Cybernetics, Inc. in an amount not to exceed \$1,500,00 beginning with FY22 and continuing beyond into future fiscal years, to provide project-based technical resources;
- 2) Continue authorization to waive the requirement to receive Regional Council approval for IT bench contract awards exceeding \$200,000 and for IT bench contract amendments exceeding \$75,000 or 30% of the original contract value. Maximum cumulative value of contracts awards are subject to the total Regional Council authorized IT bench funding, currently at \$2,480,000 (\$1,500,000 authorized as part of recommended Action 1) and \$980,000 authorized by the Regional Council on 9/2/20). This authorization would continue for the duration of the current 5-year term of the established IT bench; and
- 3) Authorize the Executive Director, or his designee, pursuant to legal counsel review, to execute the contract amendment on behalf of SCAG.

The firms for procurement action 19-052-C01 through 19-052-C10 include:

Consultant Name	Did the consultant disclose a conflict in the Conflict of Interest Form they submitted with its original proposal (Yes or No)?
22 <sup>nd</sup> Century Technologies, Inc.;	No - form attached
AgreeYa Solutions, Inc.;	No - form attached
Commercial Programming Systems, Inc.;	No - form attached
Computer Aid, Inc.;	No - form attached
Coolsoft, LLC;	No - form attached
Global IT Services;	No - form attached
Infojini, Inc.;	No - form attached
Radgov, Inc.;	No - form attached
SATWIC, Inc.;	No - form attached
Sierra Cybernetics, Inc.	No - form attached

# SCAG CONFLICT OF INTEREST FORM

RFP No./Contract No. 19-052

## SECTION I: INSTRUCTIONS

All persons or firms seeking contracts must complete and submit a SCAG Conflict of Interest Form along with the proposal. This requirement also applies to any proposed subconsultant(s). Failure to comply with this requirement may cause your proposal to be declared non-responsive.

In order to answer the questions contained in this form, please review SCAG's Conflict of Interest Policy, the list of SCAG employees, and the list of SCAG's Regional Council members. All three documents can be viewed online at <https://scag.ca.gov>. The SCAG Conflict of Interest Policy is located under "GET INVOLVED", then "Contract & Vendor Opportunities" and scroll down under the "Vendor Contracts Documents" tab; whereas the SCAG staff may be found under "ABOUT US" then "OUR TEAM" then "Employee Directory"; and Regional Council members can be found under "MEETINGS", then scroll down to "LEADERSHIP" then select "REGIONAL COUNCIL" on the left side of the page and click on "Regional Council Officers and Member List."

Any questions regarding the information required to be disclosed in this form should be directed to SCAG's Legal Division, especially if you answer "yes" to any question in this form, as doing so MAY also disqualify your firm from submitting an offer on this proposal

Name of Firm: 22nd Century Technologies, Inc.  
Name of Preparer: Isha Sharma  
Project Title: SCAG IT Bench Contracts 19-052B-C01- C10  
Date Submitted: 10/25/2021

## SECTION II: QUESTIONS

1. During the last twelve (12) months, has your firm provided a source of income to employees of SCAG or members of the SCAG Regional Council, or have any employees or Regional Council members held any investment (including real property) in your firm?

YES       NO

If "yes," please list the names of those SCAG employees and/or SCAG Regional Council members and the nature of the financial interest:

Name	Nature of Financial Interest
_____	_____
_____	_____
_____	_____
_____	_____



2. Have you or any members of your firm been an employee of SCAG or served as a member of the SCAG Regional Council within the last twelve (12) months?

YES  NO

If "yes," please list name, position, and dates of service:

Name	Position	Dates of Service
_____	_____	_____
_____	_____	_____
_____	_____	_____

3. Are you or any managers, partners, or officers of your firm related by blood or marriage/domestic partnership to an employee of SCAG or member of the SCAG Regional Council that is considering your proposal?

YES  NO

If "yes," please list name and the nature of the relationship:

Name	Relationship
_____	_____
_____	_____
_____	_____

4. Does an employee of SCAG or a member of the SCAG Regional Council hold a position at your firm as a director, officer, partner, trustee, employee, or any position of management?

YES  NO

If "yes," please list name and the nature of the relationship:

Name	Relationship
_____	_____
_____	_____
_____	_____

5. Have you or any managers, partners, or officers of your firm ever given (directly or indirectly), or offered to give on behalf of another or through another person, campaign contributions or gifts to any current employee of SCAG or member of the SCAG Regional Council (including contributions to a political committee created by or on behalf of a member/candidate)?

YES       NO

If "yes," please list name, date gift or contribution was given/offered, and dollar value:

Name	Date	Dollar Value
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**SECTION III: VALIDATION STATEMENT**

This Validation Statement must be completed and signed by at least one General Partner, Owner, Principal, or Officer authorized to legally commit the proposer.

**DECLARATION**

I, (printed full name) Isha Sharma, hereby declare that I am the (position or title) Contracts Manager of (firm name) 22nd Century Technologies, Inc., and that I am duly authorized to execute this Validation Statement on behalf of this entity. I hereby state that this SCAG Conflict of Interest Form dated 10/25/2021 is correct and current as submitted. I acknowledge that any false, deceptive, or fraudulent statements on this Validation Statement will result in rejection of my contract proposal.

Isha Sharma      10/25/2021  
Signature of Person Certifying for Proposer      Date  
(original signature required)

**NOTICE**

A material false statement, omission, or fraudulent inducement made in connection with this SCAG Conflict of Interest Form is sufficient cause for rejection of the contract proposal or revocation of a prior contract award.

# SCAG CONFLICT OF INTEREST FORM

RFP No./Contract No. 19-052

## SECTION I: INSTRUCTIONS

All persons or firms seeking contracts must complete and submit a SCAG Conflict of Interest Form along with the proposal. This requirement also applies to any proposed subconsultant(s). Failure to comply with this requirement may cause your proposal to be declared non-responsive.

In order to answer the questions contained in this form, please review SCAG’s Conflict of Interest Policy, the list of SCAG employees, and the list of SCAG’s Regional Council members. All three documents can be viewed online at <https://scag.ca.gov>. The SCAG Conflict of Interest Policy is located under “GET INVOLVED”, then “Contract & Vendor Opportunities” and scroll down under the “Vendor Contracts Documents” tab; whereas the SCAG staff may be found under “ABOUT US” then “OUR TEAM” then “Employee Directory”; and Regional Council members can be found under “MEETINGS”, then scroll down to “LEADERSHIP” then select “REGIONAL COUNCIL” on the left side of the page and click on “Regional Council Officers and Member List.”

Any questions regarding the information required to be disclosed in this form should be directed to SCAG’s Legal Division, especially if you answer “yes” to any question in this form, as doing so **MAY** also disqualify your firm from submitting an offer on this proposal

Name of Firm: AgreeYa Solutions, Inc.  
Name of Preparer: Ajay Kaul  
Project Title: CRM Development & Support  
Date Submitted: 10/26/2021

## SECTION II: QUESTIONS

1. During the last twelve (12) months, has your firm provided a source of income to employees of SCAG or members of the SCAG Regional Council, or have any employees or Regional Council members held any investment (including real property) in your firm?

YES       NO

If “yes,” please list the names of those SCAG employees and/or SCAG Regional Council members and the nature of the financial interest:

Name	Nature of Financial Interest
_____	_____
_____	_____
_____	_____
_____	_____

2. Have you or any members of your firm been an employee of SCAG or served as a member of the SCAG Regional Council within the last twelve (12) months?

YES  NO

If "yes," please list name, position, and dates of service:

Name	Position	Dates of Service
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

3. Are you or any managers, partners, or officers of your firm related by blood or marriage/domestic partnership to an employee of SCAG or member of the SCAG Regional Council that is considering your proposal?

YES  NO

If "yes," please list name and the nature of the relationship:

Name	Relationship
_____	_____
_____	_____
_____	_____
_____	_____

4. Does an employee of SCAG or a member of the SCAG Regional Council hold a position at your firm as a director, officer, partner, trustee, employee, or any position of management?

YES  NO

If "yes," please list name and the nature of the relationship:

Name	Relationship
_____	_____
_____	_____
_____	_____
_____	_____

5. Have you or any managers, partners, or officers of your firm ever given (directly or indirectly), or offered to give on behalf of another or through another person, campaign contributions or gifts to any current employee of SCAG or member of the SCAG Regional Council (including contributions to a political committee created by or on behalf of a member/candidate)?

YES  NO

If "yes," please list name, date gift or contribution was given/offered, and dollar value:

Name	Date	Dollar Value
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**SECTION III: VALIDATION STATEMENT**

This Validation Statement must be completed and signed by at least one General Partner, Owner, Principal, or Officer authorized to legally commit the proposer.

**DECLARATION**

I, (printed full name) Ajay Kaul, hereby declare that I am the (position or title) Managing Partner of (firm name) AgreeYa Solutions, Inc., and that I am duly authorized to execute this Validation Statement on behalf of this entity. I hereby state that this SCAG Conflict of Interest Form dated 10/26/2021 is correct and current as submitted. I acknowledge that any false, deceptive, or fraudulent statements on this Validation Statement will result in rejection of my contract proposal.



\_\_\_\_\_  
Signature of Person Certifying for Proposer (original signature required) 10/26/2021 Date

**NOTICE**

A material false statement, omission, or fraudulent inducement made in connection with this SCAG Conflict of Interest Form is sufficient cause for rejection of the contract proposal or revocation of a prior contract award.

# SCAG CONFLICT OF INTEREST FORM

RFP No./Contract No. 19-052

## SECTION I: INSTRUCTIONS

All persons or firms seeking contracts must complete and submit a SCAG Conflict of Interest Form along with the proposal. This requirement also applies to any proposed subconsultant(s). Failure to comply with this requirement may cause your proposal to be declared non-responsive.

In order to answer the questions contained in this form, please review SCAG's Conflict of Interest Policy, the list of SCAG employees, and the list of SCAG's Regional Council members. All three documents can be viewed online at <https://scag.ca.gov>. The SCAG Conflict of Interest Policy is located under "GET INVOLVED", then "Contract & Vendor Opportunities" and scroll down under the "Vendor Contracts Documents" tab; whereas the SCAG staff may be found under "ABOUT US" then "OUR TEAM" then "Employee Directory"; and Regional Council members can be found under "MEETINGS", then scroll down to "LEADERSHIP" then select "REGIONAL COUNCIL" on the left side of the page and click on "Regional Council Officers and Member List."

Any questions regarding the information required to be disclosed in this form should be directed to SCAG's Legal Division, especially if you answer "yes" to any question in this form, as doing so MAY also disqualify your firm from submitting an offer on this proposal

Name of Firm: Commercial Programming Systems, Inc.  
Name of Preparer: Philip R. Sawyer  
Project Title: FY22 IT Bench Contract projects  
Date Submitted: 10/25/2021

## SECTION II: QUESTIONS

1. During the last twelve (12) months, has your firm provided a source of income to employees of SCAG or members of the SCAG Regional Council, or have any employees or Regional Council members held any investment (including real property) in your firm?

YES       NO

If "yes," please list the names of those SCAG employees and/or SCAG Regional Council members and the nature of the financial interest:

Name	Nature of Financial Interest
_____	_____
_____	_____
_____	_____
_____	_____

2. Have you or any members of your firm been an employee of SCAG or served as a member of the SCAG Regional Council within the last twelve (12) months?

YES  NO

If "yes," please list name, position, and dates of service:

Name	Position	Dates of Service
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

3. Are you or any managers, partners, or officers of your firm related by blood or marriage/domestic partnership to an employee of SCAG or member of the SCAG Regional Council that is considering your proposal?

YES  NO

If "yes," please list name and the nature of the relationship:

Name	Relationship
_____	_____
_____	_____
_____	_____
_____	_____

4. Does an employee of SCAG or a member of the SCAG Regional Council hold a position at your firm as a director, officer, partner, trustee, employee, or any position of management?

YES  NO

If "yes," please list name and the nature of the relationship:

Name	Relationship
_____	_____
_____	_____
_____	_____
_____	_____

5. Have you or any managers, partners, or officers of your firm ever given (directly or indirectly), or offered to give on behalf of another or through another person, campaign contributions or gifts to any current employee of SCAG or member of the SCAG Regional Council (including contributions to a political committee created by or on behalf of a member/candidate)?

YES       NO

If "yes," please list name, date gift or contribution was given/offered, and dollar value:

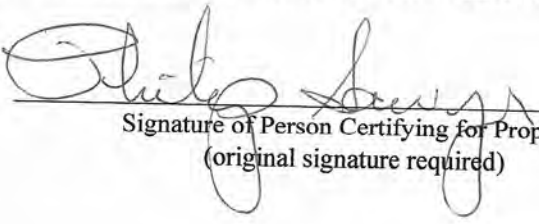
Name	Date	Dollar Value
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**SECTION III: VALIDATION STATEMENT**

This Validation Statement must be completed and signed by at least one General Partner, Owner, Principal, or Officer authorized to legally commit the proposer.

**DECLARATION**

I, (printed full name) Philip Sawyer, hereby declare that I am the (position or title) President/CEO of (firm name) Commercial Programming Systems, Inc., and that I am duly authorized to execute this Validation Statement on behalf of this entity. I hereby state that this SCAG Conflict of Interest Form dated October 25, 2021 is correct and current as submitted. I acknowledge that any false, deceptive, or fraudulent statements on this Validation Statement will result in rejection of my contract proposal.


10/25/2021  
 \_\_\_\_\_  
 Signature of Person Certifying for Proposer      Date  
 (original signature required)

**NOTICE**

A material false statement, omission, or fraudulent inducement made in connection with this SCAG Conflict of Interest Form is sufficient cause for rejection of the contract proposal or revocation of a prior contract award.

Attachment: Contract Summary 19-052-C01 through C10 COI (Amending Contract Greater Than 30% of the Contract's Original Value: Bench



# SCAG CONFLICT OF INTEREST FORM

RFP No./Contract No. 19-052

## SECTION I: INSTRUCTIONS

All persons or firms seeking contracts must complete and submit a SCAG Conflict of Interest Form along with the proposal. This requirement also applies to any proposed subconsultant(s). Failure to comply with this requirement may cause your proposal to be declared non-responsive.

In order to answer the questions contained in this form, please review SCAG's Conflict of Interest Policy, the list of SCAG employees, and the list of SCAG's Regional Council members. All three documents can be viewed online at <https://scag.ca.gov>. The SCAG Conflict of Interest Policy is located under "GET INVOLVED", then "Contract & Vendor Opportunities" and scroll down under the "Vendor Contracts Documents" tab; whereas the SCAG staff may be found under "ABOUT US" then "OUR TEAM" then "Employee Directory"; and Regional Council members can be found under "MEETINGS", then scroll down to "LEADERSHIP" then select "REGIONAL COUNCIL" on the left side of the page and click on "Regional Council Officers and Member List."

Any questions regarding the information required to be disclosed in this form should be directed to SCAG's Legal Division, especially if you answer "yes" to any question in this form, as doing so MAY also disqualify your firm from submitting an offer on this proposal

Name of Firm: Computer Aid Inc  
Name of Preparer: Frank Ury  
Project Title: Sr Client Executive  
Date Submitted: Oct 25, 2021

## SECTION II: QUESTIONS

1. During the last twelve (12) months, has your firm provided a source of income to employees of SCAG or members of the SCAG Regional Council, or have any employees or Regional Council members held any investment (including real property) in your firm?

YES  NO

If "yes," please list the names of those SCAG employees and/or SCAG Regional Council members and the nature of the financial interest:

Name	Nature of Financial Interest
_____	_____
_____	_____
_____	_____
_____	_____

2. Have you or any members of your firm been an employee of SCAG or served as a member of the SCAG Regional Council within the last twelve (12) months?

YES  NO

If "yes," please list name, position, and dates of service:

Name	Position	Dates of Service
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

3. Are you or any managers, partners, or officers of your firm related by blood or marriage/domestic partnership to an employee of SCAG or member of the SCAG Regional Council that is considering your proposal?

YES  NO

If "yes," please list name and the nature of the relationship:

Name	Relationship
_____	_____
_____	_____
_____	_____
_____	_____

4. Does an employee of SCAG or a member of the SCAG Regional Council hold a position at your firm as a director, officer, partner, trustee, employee, or any position of management?

YES  NO

If "yes," please list name and the nature of the relationship:

Name	Relationship
_____	_____
_____	_____
_____	_____
_____	_____

5. Have you or any managers, partners, or officers of your firm ever given (directly or indirectly), or offered to give on behalf of another or through another person, campaign contributions or gifts to any current employee of SCAG or member of the SCAG Regional Council (including contributions to a political committee created by or on behalf of a member/candidate)?

YES       NO

If "yes," please list name, date gift or contribution was given/offered, and dollar value:

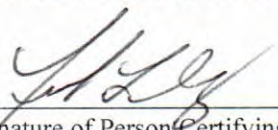
Name	Date	Dollar Value
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**SECTION III: VALIDATION STATEMENT**

This Validation Statement must be completed and signed by at least one General Partner, Owner, Principal, or Officer authorized to legally commit the proposer.

**DECLARATION**

I, (printed full name) Frank Ury, hereby declare that I am the (position or title) Sr Client Executive of (firm name) Computer Aid Inc, and that I am duly authorized to execute this Validation Statement on behalf of this entity. I hereby state that this SCAG Conflict of Interest Form dated Oct 25, 2021 is correct and current as submitted. I acknowledge that any false, deceptive, or fraudulent statements on this Validation Statement will result in rejection of my contract proposal.

  
 \_\_\_\_\_      Oct 25, 2021  
 Signature of Person Certifying for Proposer      Date  
 (original signature required)

**NOTICE**

A material false statement, omission, or fraudulent inducement made in connection with this SCAG Conflict of Interest Form is sufficient cause for rejection of the contract proposal or revocation of a prior contract award.

# SCAG CONFLICT OF INTEREST FORM

RFP No. 19-052

## SECTION I: INSTRUCTIONS

All persons or firms seeking contracts must complete and submit a SCAG Conflict of Interest Form along with the proposal. This requirement also applies to any proposed subconsultant(s). Failure to comply with this requirement may cause your proposal to be declared non-responsive.

In order to answer the questions contained in this form, please review SCAG's Conflict of Interest Policy, the list of SCAG employees, and the list of SCAG's Regional Council members. All three documents can be viewed online at [www.scag.ca.gov](http://www.scag.ca.gov). The SCAG Conflict of Interest Policy is located under "OPPORTUNITIES", then "Doing Business with SCAG" and scroll down under the "CONTRACTS" tab; whereas the SCAG staff may be found under "ABOUT" then "Employee Directory"; and Regional Council members can be found under "ABOUT", then scroll down to "ELECTED OFFICIALS" on the left side of the page and click on "See the list of SCAG representative and their Districts."

Any questions regarding the information required to be disclosed in this form should be directed to SCAG's Deputy Legal Counsel, especially if you answer "yes" to any question in this form, as doing so MAY also disqualify your firm from submitting an offer on this proposal

Name of Firm: COOLSOF LLC

Name of Preparer: Anand Krishnamurthy

Project Title: Information Technology (IT) Application Development and Support

RFP Number: 19-052 Date Submitted: 6/10/2019

## SECTION II: QUESTIONS

1. During the last twelve (12) months, has your firm provided a source of income to employees of SCAG or members of the SCAG Regional Council, or have any employees or Regional Council members held any investment (including real property) in your firm?

YES  NO

If "yes," please list the names of those SCAG employees and/or SCAG Regional Council members and the nature of the financial interest:

Name	Nature of Financial Interest
_____	_____
_____	_____
_____	_____
_____	_____

2. Have you or any members of your firm been an employee of SCAG or served as a member of the SCAG Regional Council within the last twelve (12) months?

YES  NO

If "yes," please list name, position, and dates of service:

Name	Position	Dates of Service
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

3. Are you or any managers, partners, or officers of your firm related by blood or marriage/domestic partnership to an employee of SCAG or member of the SCAG Regional Council that is considering your proposal?

YES  NO

If "yes," please list name and the nature of the relationship:

Name	Relationship
_____	_____
_____	_____
_____	_____
_____	_____

4. Does an employee of SCAG or a member of the SCAG Regional Council hold a position at your firm as a director, officer, partner, trustee, employee, or any position of management?

YES  NO

If "yes," please list name and the nature of the relationship:

Name	Relationship
_____	_____
_____	_____
_____	_____
_____	_____

5. Have you or any managers, partners, or officers of your firm ever given (directly or indirectly), or offered to give on behalf of another or through another person, campaign contributions or gifts to any current employee of SCAG or member of the SCAG Regional Council (including contributions to a political committee created by or on behalf of a member/candidate)?

YES       NO

If "yes," please list name, date gift or contribution was given/offered, and dollar value:

Name	Date	Dollar Value
_____	_____	_____
_____	_____	_____
_____	_____	_____

**SECTION III: VALIDATION STATEMENT**

This Validation Statement must be completed and signed by at least one General Partner, Owner, Principal, or Officer authorized to legally commit the proposer.

**DECLARATION**

I, (printed full name) Anand Krishnamurthy, hereby declare that I am the (position or title) Chief Executive Officer of (firm name) COOLSOFT LLC, and that I am duly authorized to execute this Validation Statement on behalf of this entity. I hereby state that this SCAG Conflict of Interest Form dated 6/21/2019 is correct and current as submitted. I acknowledge that any false, deceptive, or fraudulent statements on this Validation Statement will result in rejection of my contract proposal.



\_\_\_\_\_  
Signature of Person Certifying for Proposer  
(original signature required)

10/28/21  
Date

**NOTICE**

A material false statement, omission, or fraudulent inducement made in connection with this SCAG Conflict of Interest Form is sufficient cause for rejection of the contract proposal or revocation of a prior contract award.

# SCAG CONFLICT OF INTEREST FORM

RFP No./Contract No. 19-052

## SECTION I: INSTRUCTIONS

All persons or firms seeking contracts must complete and submit a SCAG Conflict of Interest Form along with the proposal. This requirement also applies to any proposed subconsultant(s). Failure to comply with this requirement may cause your proposal to be declared non-responsive.

In order to answer the questions contained in this form, please review SCAG's Conflict of Interest Policy, the list of SCAG employees, and the list of SCAG's Regional Council members. All three documents can be viewed online at <https://scag.ca.gov>. The SCAG Conflict of Interest Policy is located under "GET INVOLVED", then "Contract & Vendor Opportunities" and scroll down under the "Vendor Contracts Documents" tab; whereas the SCAG staff may be found under "ABOUT US" then "OUR TEAM" then "Employee Directory"; and Regional Council members can be found under "MEETINGS", then scroll down to "LEADERSHIP" then select "REGIONAL COUNCIL" on the left side of the page and click on "Regional Council Officers and Member List."

Any questions regarding the information required to be disclosed in this form should be directed to SCAG's Legal Division, especially if you answer "yes" to any question in this form, as doing so **MAY** also disqualify your firm from submitting an offer on this proposal

**Name of Firm:** Global IT Services  
**Name of Preparer:** Shavinder Phagura  
**Project Title:** President  
**Date Submitted:** 10/26/21

## SECTION II: QUESTIONS

1. During the last twelve (12) months, has your firm provided a source of income to employees of SCAG or members of the SCAG Regional Council, or have any employees or Regional Council members held any investment (including real property) in your firm?

YES       NO

If "yes," please list the names of those SCAG employees and/or SCAG Regional Council members and the nature of the financial interest:

Name	Nature of Financial Interest
_____	_____
_____	_____
_____	_____
_____	_____

2. Have you or any members of your firm been an employee of SCAG or served as a member of the SCAG Regional Council within the last twelve (12) months?

YES  NO

If "yes," please list name, position, and dates of service:

Name	Position	Dates of Service
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

3. Are you or any managers, partners, or officers of your firm related by blood or marriage/domestic partnership to an employee of SCAG or member of the SCAG Regional Council that is considering your proposal?

YES  NO

If "yes," please list name and the nature of the relationship:

Name	Relationship
_____	_____
_____	_____
_____	_____
_____	_____

4. Does an employee of SCAG or a member of the SCAG Regional Council hold a position at your firm as a director, officer, partner, trustee, employee, or any position of management?

YES  NO

If "yes," please list name and the nature of the relationship:

Name	Relationship
_____	_____
_____	_____
_____	_____
_____	_____



5. Have you or any managers, partners, or officers of your firm ever given (directly or indirectly), or offered to give on behalf of another or through another person, campaign contributions or gifts to any current employee of SCAG or member of the SCAG Regional Council (including contributions to a political committee created by or on behalf of a member/candidate)?

YES       NO

If "yes," please list name, date gift or contribution was given/offered, and dollar value:

Name	Date	Dollar Value
_____	_____	_____
_____	_____	_____
_____	_____	_____

**SECTION III: VALIDATION STATEMENT**

This Validation Statement must be completed and signed by at least one General Partner, Owner, Principal, or Officer authorized to legally commit the proposer.

**DECLARATION**

I, (printed full name) Shavinder Phagura, hereby declare that I am the (position or title) President of (firm name) Global IT Services, and that I am duly authorized to execute this Validation Statement on behalf of this entity. I hereby state that this SCAG Conflict of Interest Form dated 10/26/2021 is correct and current as submitted. I acknowledge that any false, deceptive, or fraudulent statements on this Validation Statement will result in rejection of my contract proposal.



\_\_\_\_\_  
Signature of Person Certifying for Proposer  
(original signature required)

**NOTICE**

A material false statement, omission, or fraudulent inducement made in connection with this SCAG Conflict of Interest Form is sufficient cause for rejection of the contract proposal or revocation of a prior contract award.

# SCAG CONFLICT OF INTEREST FORM

RFP No./Contract No. 19-052

## SECTION I: INSTRUCTIONS

All persons or firms seeking contracts must complete and submit a SCAG Conflict of Interest Form along with the proposal. This requirement also applies to any proposed subconsultant(s). Failure to comply with this requirement may cause your proposal to be declared non-responsive.

In order to answer the questions contained in this form, please review SCAG's Conflict of Interest Policy, the list of SCAG employees, and the list of SCAG's Regional Council members. All three documents can be viewed online at <https://scag.ca.gov>. The SCAG Conflict of Interest Policy is located under "GET INVOLVED", then "Contract & Vendor Opportunities" and scroll down under the "Vendor Contracts Documents" tab; whereas the SCAG staff may be found under "ABOUT US" then "OUR TEAM" then "Employee Directory"; and Regional Council members can be found under "MEETINGS", then scroll down to "LEADERSHIP" then select "REGIONAL COUNCIL" on the left side of the page and click on "Regional Council Officers and Member List."

Any questions regarding the information required to be disclosed in this form should be directed to SCAG's Legal Division, especially if you answer "yes" to any question in this form, as doing so MAY also disqualify your firm from submitting an offer on this proposal

**Name of Firm:** Infojini Inc.  
**Name of Preparer:** Sandeep Harjani  
**Project Title:** President  
**Date Submitted:** 10/26/2021

## SECTION II: QUESTIONS

1. During the last twelve (12) months, has your firm provided a source of income to employees of SCAG or members of the SCAG Regional Council, or have any employees or Regional Council members held any investment (including real property) in your firm?

YES       NO

If "yes," please list the names of those SCAG employees and/or SCAG Regional Council members and the nature of the financial interest:

Name	Nature of Financial Interest
_____	_____
_____	_____
_____	_____
_____	_____

2. Have you or any members of your firm been an employee of SCAG or served as a member of the SCAG Regional Council within the last twelve (12) months?

YES  NO

If "yes," please list name, position, and dates of service:

Name	Position	Dates of Service
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

3. Are you or any managers, partners, or officers of your firm related by blood or marriage/domestic partnership to an employee of SCAG or member of the SCAG Regional Council that is considering your proposal?

YES  NO

If "yes," please list name and the nature of the relationship:

Name	Relationship
_____	_____
_____	_____
_____	_____
_____	_____

4. Does an employee of SCAG or a member of the SCAG Regional Council hold a position at your firm as a director, officer, partner, trustee, employee, or any position of management?

YES  NO

If "yes," please list name and the nature of the relationship:

Name	Relationship
_____	_____
_____	_____
_____	_____
_____	_____

5. Have you or any managers, partners, or officers of your firm ever given (directly or indirectly), or offered to give on behalf of another or through another person, campaign contributions or gifts to any current employee of SCAG or member of the SCAG Regional Council (including contributions to a political committee created by or on behalf of a member/candidate)?

YES  NO

If "yes," please list name, date gift or contribution was given/offered, and dollar value:

Name	Date	Dollar Value
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**SECTION III: VALIDATION STATEMENT**

This Validation Statement must be completed and signed by at least one General Partner, Owner, Principal, or Officer authorized to legally commit the proposer.

**DECLARATION**

I, (printed full name) Sandeep Harjani, hereby declare that I am the (position or title) President of (firm name) Infojini Inc., and that I am duly authorized to execute this Validation Statement on behalf of this entity. I hereby state that this SCAG Conflict of Interest Form dated 10/26/2021 is correct and current as submitted. I acknowledge that any false, deceptive, or fraudulent statements on this Validation Statement will result in rejection of my contract proposal.



\_\_\_\_\_  
Signature of Person Certifying for Proposer  
(original signature required)

10/26/2021  
\_\_\_\_\_  
Date

**NOTICE**

A material false statement, omission, or fraudulent inducement made in connection with this SCAG Conflict of Interest Form is sufficient cause for rejection of the contract proposal or revocation of a prior contract award.

# SCAG CONFLICT OF INTEREST FORM

RFP No./Contract No. 19-052

## SECTION I: INSTRUCTIONS

All persons or firms seeking contracts must complete and submit a SCAG Conflict of Interest Form along with the proposal. This requirement also applies to any proposed subconsultant(s). Failure to comply with this requirement may cause your proposal to be declared non-responsive.

In order to answer the questions contained in this form, please review SCAG's Conflict of Interest Policy, the list of SCAG employees, and the list of SCAG's Regional Council members. All three documents can be viewed online at <https://scag.ca.gov>. The SCAG Conflict of Interest Policy is located under "GET INVOLVED", then "Contract & Vendor Opportunities" and scroll down under the "Vendor Contracts Documents" tab; whereas the SCAG staff may be found under "ABOUT US" then "OUR TEAM" then "Employee Directory"; and Regional Council members can be found under "MEETINGS", then scroll down to "LEADERSHIP" then select "REGIONAL COUNCIL" on the left side of the page and click on "Regional Council Officers and Member List."

Any questions regarding the information required to be disclosed in this form should be directed to SCAG's Legal Division, especially if you answer "yes" to any question in this form, as doing so MAY also disqualify your firm from submitting an offer on this proposal

Name of Firm: RADgov, Inc.  
Name of Preparer: Clarisey Lee  
Project Title: SCAG IT Bench Contracts 19-052B-C01- C10  
Date Submitted: 10/27/2021

## SECTION II: QUESTIONS

1. During the last twelve (12) months, has your firm provided a source of income to employees of SCAG or members of the SCAG Regional Council, or have any employees or Regional Council members held any investment (including real property) in your firm?

YES  NO

If "yes," please list the names of those SCAG employees and/or SCAG Regional Council members and the nature of the financial interest:

Name	Nature of Financial Interest
_____	_____
_____	_____
_____	_____
_____	_____

2. Have you or any members of your firm been an employee of SCAG or served as a member of the SCAG Regional Council within the last twelve (12) months?

YES  NO

If "yes," please list name, position, and dates of service:

Name	Position	Dates of Service
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

3. Are you or any managers, partners, or officers of your firm related by blood or marriage/domestic partnership to an employee of SCAG or member of the SCAG Regional Council that is considering your proposal?

YES  NO

If "yes," please list name and the nature of the relationship:

Name	Relationship
_____	_____
_____	_____
_____	_____
_____	_____

4. Does an employee of SCAG or a member of the SCAG Regional Council hold a position at your firm as a director, officer, partner, trustee, employee, or any position of management?

YES  NO

If "yes," please list name and the nature of the relationship:

Name	Relationship
_____	_____
_____	_____
_____	_____
_____	_____

5. Have you or any managers, partners, or officers of your firm ever given (directly or indirectly), or offered to give on behalf of another or through another person, campaign contributions or gifts to any current employee of SCAG or member of the SCAG Regional Council (including contributions to a political committee created by or on behalf of a member/candidate)?

YES       NO

If "yes," please list name, date gift or contribution was given/offered, and dollar value:

Name	Date	Dollar Value
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**SECTION III: VALIDATION STATEMENT**

This Validation Statement must be completed and signed by at least one General Partner, Owner, Principal, or Officer authorized to legally commit the proposer.

**DECLARATION**

I, (printed full name) Ajaya Kapoor, hereby declare that I am the (position or title) Director of (firm name) RADgov, Inc., and that I am duly authorized to execute this Validation Statement on behalf of this entity. I hereby state that this SCAG Conflict of Interest Form dated 10/27/2021 is correct and current as submitted. I acknowledge that any false, deceptive, or fraudulent statements on this Validation Statement will result in rejection of my contract proposal.



\_\_\_\_\_  
Signature of Person Certifying for Proposer  
(original signature required)

10/27/2021

\_\_\_\_\_  
Date

**NOTICE**

A material false statement, omission, or fraudulent inducement made in connection with this SCAG Conflict of Interest Form is sufficient cause for rejection of the contract proposal or revocation of a prior contract award.

# SCAG CONFLICT OF INTEREST FORM

RFP No./Contract No. 19-052

## SECTION I: INSTRUCTIONS

All persons or firms seeking contracts must complete and submit a SCAG Conflict of Interest Form along with the proposal. This requirement also applies to any proposed subconsultant(s). Failure to comply with this requirement may cause your proposal to be declared non-responsive.

In order to answer the questions contained in this form, please review SCAG's Conflict of Interest Policy, the list of SCAG employees, and the list of SCAG's Regional Council members. All three documents can be viewed online at <https://scag.ca.gov>. The SCAG Conflict of Interest Policy is located under "GET INVOLVED", then "Contract & Vendor Opportunities" and scroll down under the "Vendor Contracts Documents" tab; whereas the SCAG staff may be found under "ABOUT US" then "OUR TEAM" then "Employee Directory"; and Regional Council members can be found under "MEETINGS", then scroll down to "LEADERSHIP" then select "REGIONAL COUNCIL" on the left side of the page and click on "Regional Council Officers and Member List."

Any questions regarding the information required to be disclosed in this form should be directed to SCAG's Legal Division, especially if you answer "yes" to any question in this form, as doing so MAY also disqualify your firm from submitting an offer on this proposal

Name of Firm: Satwic Inc  
Name of Preparer: Subbaiah Cherumandanda  
Project Title: Information Technology (IT) Application Development and Support  
Date Submitted: 10/25/2021

## SECTION II: QUESTIONS

- I. During the last twelve (12) months, has your firm provided a source of income to employees of SCAG or members of the SCAG Regional Council, or have any employees or Regional Council members held any investment (including real property) in your firm?

YES  NO

If "yes," please list the names of those SCAG employees and/or SCAG Regional Council members and the nature of the financial interest:

Name	Nature of Financial Interest
_____	_____
_____	_____
_____	_____
_____	_____



2. Have you or any members of your firm been an employee of SCAG or served as a member of the SCAG Regional Council within the last twelve (12) months?

YES  NO

If "yes," please list name, position, and dates of service:

Name	Position	Dates of Service
_____	_____	_____
_____	_____	_____
_____	_____	_____

3. Are you or any managers, partners, or officers of your firm related by blood or marriage/domestic partnership to an employee of SCAG or member of the SCAG Regional Council that is considering your proposal?

YES  NO

If "yes," please list name and the nature of the relationship:

Name	Relationship
_____	_____
_____	_____
_____	_____

4. Does an employee of SCAG or a member of the SCAG Regional Council hold a position at your firm as a director, officer, partner, trustee, employee, or any position of management?

YES  NO

If "yes," please list name and the nature of the relationship:

Name	Relationship
_____	_____
_____	_____
_____	_____

5. Have you or any managers, partners, or officers of your firm ever given (directly or indirectly), or offered to give on behalf of another or through another person, campaign contributions or gifts to any current employee of SCAG or member of the SCAG Regional Council (including contributions to a political committee created by or on behalf of a member/candidate)?

YES       NO

If "yes," please list name, date gift or contribution was given/offered, and dollar value:

Name	Date	Dollar Value
_____	_____	_____
_____	_____	_____
_____	_____	_____

**SECTION III: VALIDATION STATEMENT**

This Validation Statement must be completed and signed by at least one General Partner, Owner, Principal, or Officer authorized to legally commit the proposer.

**DECLARATION**

I, (printed full name) Subbaiah Cherumandanda, hereby declare that I am the (position or title) President of (firm name) Satwic Inc, and that I am duly authorized to execute this Validation Statement on behalf of this entity. I hereby state that this SCAG Conflict of Interest Form dated 10/25/2021 is correct and current as submitted. I acknowledge that any false, deceptive, or fraudulent statements on this Validation Statement will result in rejection of my contract proposal.



\_\_\_\_\_  
Signature of Person-Certifying for Proposer  
(original signature required)

10/25/2021

\_\_\_\_\_  
Date

**NOTICE**

A material false statement, omission, or fraudulent inducement made in connection with this SCAG Conflict of Interest Form is sufficient cause for rejection of the contract proposal or revocation of a prior contract award.

# SCAG CONFLICT OF INTEREST FORM

RFP No./Contract No. 19-052

## SECTION I: INSTRUCTIONS

All persons or firms seeking contracts must complete and submit a SCAG Conflict of Interest Form along with the proposal. This requirement also applies to any proposed subconsultant(s). Failure to comply with this requirement may cause your proposal to be declared non-responsive.

In order to answer the questions contained in this form, please review SCAG's Conflict of Interest Policy, the list of SCAG employees, and the list of SCAG's Regional Council members. All three documents can be viewed online at <https://scag.ca.gov>. The SCAG Conflict of Interest Policy is located under "GET INVOLVED", then "Contract & Vendor Opportunities" and scroll down under the "Vendor Contracts Documents" tab; whereas the SCAG staff may be found under "ABOUT US" then "OUR TEAM" then "Employee Directory"; and Regional Council members can be found under "MEETINGS", then scroll down to "LEADERSHIP" then select "REGIONAL COUNCIL" on the left side of the page and click on "Regional Council Officers and Member List."

Any questions regarding the information required to be disclosed in this form should be directed to SCAG's Legal Division, especially if you answer "yes" to any question in this form, as doing so MAY also disqualify your firm from submitting an offer on this proposal

Name of Firm: Sierra Cybernetics, Inc.  
Name of Preparer: Carl LaPlante  
Project Title: IT Application Development and Support  
Date Submitted: 10/25/2021

## SECTION II: QUESTIONS

1. During the last twelve (12) months, has your firm provided a source of income to employees of SCAG or members of the SCAG Regional Council, or have any employees or Regional Council members held any investment (including real property) in your firm?

YES  NO

If "yes," please list the names of those SCAG employees and/or SCAG Regional Council members and the nature of the financial interest:

Name	Nature of Financial Interest
_____	_____
_____	_____
_____	_____
_____	_____

2. Have you or any members of your firm been an employee of SCAG or served as a member of the SCAG Regional Council within the last twelve (12) months?

YES  NO

If "yes," please list name, position, and dates of service:

Name	Position	Dates of Service
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

3. Are you or any managers, partners, or officers of your firm related by blood or marriage/domestic partnership to an employee of SCAG or member of the SCAG Regional Council that is considering your proposal?

YES  NO

If "yes," please list name and the nature of the relationship:

Name	Relationship
_____	_____
_____	_____
_____	_____
_____	_____

4. Does an employee of SCAG or a member of the SCAG Regional Council hold a position at your firm as a director, officer, partner, trustee, employee, or any position of management?

YES  NO

If "yes," please list name and the nature of the relationship:

Name	Relationship
_____	_____
_____	_____
_____	_____
_____	_____

5. Have you or any managers, partners, or officers of your firm ever given (directly or indirectly), or offered to give on behalf of another or through another person, campaign contributions or gifts to any current employee of SCAG or member of the SCAG Regional Council (including contributions to a political committee created by or on behalf of a member/candidate)?

YES  NO

If "yes," please list name, date gift or contribution was given/offered, and dollar value:

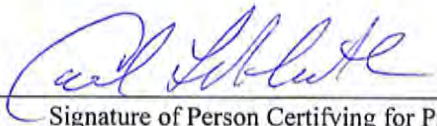
Name	Date	Dollar Value
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**SECTION III: VALIDATION STATEMENT**

This Validation Statement must be completed and signed by at least one General Partner, Owner, Principal, or Officer authorized to legally commit the proposer.

**DECLARATION**

I, (printed full name) Carl Dean LaPlante, hereby declare that I am the (position or title) President of (firm name) Sierra Cybernetics, Inc, and that I am duly authorized to execute this Validation Statement on behalf of this entity. I hereby state that this SCAG Conflict of Interest Form dated 10/25/2021 is correct and current as submitted. I acknowledge that any false, deceptive, or fraudulent statements on this Validation Statement will result in rejection of my contract proposal.



Signature of Person Certifying for Proposer  
(original signature required)

10/25/2021

Date

**NOTICE**

A material false statement, omission, or fraudulent inducement made in connection with this SCAG Conflict of Interest Form is sufficient cause for rejection of the contract proposal or revocation of a prior contract award.



AGENDA ITEM 5  
REPORT

Southern California Association of Governments  
Hybrid (In-Person and Remote Participation)  
November 3, 2021

To: Executive/Administration Committee (EAC)  
Regional Council (RC)

EXECUTIVE DIRECTOR'S  
APPROVAL

From: Cindy Giraldo, Chief Financial Officer  
(213) 630-1413, giraldo@scag.ca.gov

Subject: Amending Contract Greater Than 30% of the Contract's Original Value  
and \$75,000: Contract No. 20-002-C01, with Best Best & Krieger LLP for  
Board Counsel Services and as Needed Litigation Services

**RECOMMENDED ACTION:**

Approve Amendment No. 2 to contracts 20-002-C01, with Best Best & Krieger, LLP, in an amount not-to-exceed \$363,480 (for a total not-to-exceed amount of \$858,960), to provide Board Counsel Services and as needed litigation services. Authorize the Executive Director, or his designee, pursuant to legal counsel review, to execute the contract amendment on behalf of SCAG.

**STRATEGIC PLAN:**

This item supports the following Strategic Plan Goal 1: Produce innovative solutions that improve the quality of life for Southern Californians. 4: Provide innovative information and value-added services to enhance member agencies' planning and operations and promote regional collaboration.

**EXECUTIVE SUMMARY:**

*This amendment is needed to restore funds spent on outside counsel legal expenses that were incurred in 2020 and early 2021 due to providing needed legal services resulting from unanticipated and reduced staffing levels in the Legal Services Department during that period. This amendment exceeds \$75,000 and 30% of the contract's original value. Therefore, in accordance with the SCAG Procurement Manual (January 2021) Section 9.3, it requires the Regional Council's approval.*

**BACKGROUND:**

Staff recommends executing the following amendments greater than \$75,000 and 30% of the contract's original value:

<u>Consultant/Contract #</u>	<u>Amendments Purpose</u>	<u>Amendment Amount</u>
Best Best & Krieger, LLP (20-002-C01)	The consultants shall provide Board Counsel Services and as needed litigation services.	\$363,480

**FISCAL IMPACT:**

Funding of \$100,000 is available in the FY 2021-22 budget, and the remaining \$268,480 is expected to be available and spread out over two (2) fiscal years (i.e., FY 2022-23 and 2023-24) in the General Fund Budget under Project Number 800-0160.01, subject to budget availability.

**ATTACHMENT(S):**

1. Contract Summary 20-002-C01 Amendment 1
2. Contract Summary 20-002-C01 Amendment 2 COI

**CONSULTANT CONTRACT NO. 20-002-C01 AMENDMENT NO. 2**

**Consultant:** Best Best & Krieger, LLP

**Background & Scope of Work:** On October 18, 2019, SCAG awarded Contract 20-002-C01 to Best Best & Krieger, LLP (BBK) to provide legal services as Board Counsel to the Regional Council and its committees and to provide certain “on call” services, including litigation services and other services as approved by the Executive Director. Under this agreement, BBK provides “Task 1” legal services that include, but are not limited to: attending and serving as Board Counsel at Regional Council (RC) and other committee meetings; consulting and providing advice to the RC, committees, Executive Director and other staff on various legal matters; assisting with the annual performance review of the Executive Director; reviewing and revising as needed proposed changes to the SCAG Bylaws and RC policies; and additional services as requested by the RC or the Executive Director. Task 1 services are rendered in accordance with an agreed-upon flat monthly fee, starting at \$8,000 per month for FY 2019-20, with indexing in subsequent years. As needed “Task 2” services include litigation assistance (if approved by the Regional Council) and other services (as approved by the Executive Director), in accordance with an agreed upon hourly rate structure. The contract is for three (3) years, with two addition 12-month options, for a total of 60-months.

This amendment would increase the contract value from \$495,480 to \$858,960. The contract term would not be extended.

This increase is due to outside counsel legal expenses being incurred in 2020 and early 2021 as a result of unanticipated and reduced staffing levels in the Legal Services Department during that period. The purpose of this amendment is to restore funding that was used to provide necessary legal services during prior staffing vacancies.

**Project’s Benefits & Key Deliverables:** The project’s benefits and key deliverables include, but are not limited to:

- Legal Counsel Services to the Regional Council on a flat fee monthly basis.
- As Needed Litigation Services on an hourly fee basis.

**Strategic Plan:** This item supports SCAG’s Strategic Plan Goal: 1: Produce innovative solutions that improve the quality of life for Southern Californians. And Goal 4: Provide innovative information and value-added services to enhance member agencies’ planning and operations and promote regional collaboration.

<b>Amendment Amount:</b>	Amendment 2	\$363,480
	Amendment 1 (administrative – no change to contract value)	\$0
	Original contract value	<u>\$494,480</u>
	<b>Total contract value is not to exceed</b>	<b>\$858,960</b>

This amendment exceeds \$75,000 and 30% of the contract’s original value. Therefore, in accordance with the SCAG Procurement Manual (January 2021) Section 9.3, it requires the Regional Council’s approval.



**Contract Period:** October 23, 2019 through October 31, 2024 (subject to extension as noted above)

**Project Number:** 800-0160.01 \$363,480  
Funding source: General Fund

Funding of \$100,000 is available in the FY 2021-22 budget, and the remaining \$268,480 is expected to be available and spread out over two (2) fiscal years (i.e., FY 2022-23 and 2023-24) in the General Fund Budget under Project Number 800-0160.01, subject to budget availability.

**Basis for the Amendment:** This amendment is needed to restore funds spent on outside counsel legal expenses that were incurred in 2020 and early 2021 due to providing needed legal services resulting from unanticipated and reduced staffing levels in the Legal Services Department during that period.

**Conflict Of Interest (COI) Form - Attachment  
For November 4, 2021 Regional Council Approval**

Approve Amendment No. 2 to contracts 20-002-C01, with Best Best & Krieger, LLP, in an amount not-to-exceed \$363,480 (for a total not-to-exceed amount of \$858,960), to provide Board Counsel Services and as needed litigation services. Authorize the Executive Director, or his designee, pursuant to legal counsel review, to execute the contract amendment on behalf of SCAG.

The consultant team for this contract includes:

Consultant Name	Did the consultant disclose a conflict in the Conflict of Interest Form they submitted with its original proposal (Yes or No)?
Best Best & Krieger, LLP (prime consultant)	Yes - form attached

# SCAG CONFLICT OF INTEREST FORM

RFP No./Contract No. 20-002-C01

## SECTION I: INSTRUCTIONS

All persons or firms seeking contracts must complete and submit a SCAG Conflict of Interest Form along with the proposal. This requirement also applies to any proposed subconsultant(s). Failure to comply with this requirement may cause your proposal to be declared non-responsive.

In order to answer the questions contained in this form, please review SCAG’s Conflict of Interest Policy, the list of SCAG employees, and the list of SCAG’s Regional Council members. All three documents can be viewed online at <https://scag.ca.gov>. The SCAG Conflict of Interest Policy is located under “GET INVOLVED”, then “Contract & Vendor Opportunities” and scroll down under the “Vendor Contracts Documents” tab; whereas the SCAG staff may be found under “ABOUT US” then “OUR TEAM” then “Employee Directory”; and Regional Council members can be found under “MEETINGS”, then scroll down to “LEADERSHIP” then select “REGIONAL COUNCIL” on the left side of the page and click on “Regional Council Officers and Member List.”

Any questions regarding the information required to be disclosed in this form should be directed to SCAG’s Legal Division, especially if you answer “yes” to any question in this form, as doing so **MAY** also disqualify your firm from submitting an offer on this proposal

**Name of Firm:** \_\_\_\_\_  
**Name of Preparer:** \_\_\_\_\_  
**Project Title:** \_\_\_\_\_  
**Date Submitted:** \_\_\_\_\_

## SECTION II: QUESTIONS

1. During the last twelve (12) months, has your firm provided a source of income to employees of SCAG or members of the SCAG Regional Council, or have any employees or Regional Council members held any investment (including real property) in your firm?

YES       NO

If “yes,” please list the names of those SCAG employees and/or SCAG Regional Council members and the nature of the financial interest:

Name	Nature of Financial Interest
_____	_____
_____	_____
_____	_____

2. Have you or any members of your firm been an employee of SCAG or served as a member of the SCAG Regional Council within the last twelve (12) months?

YES       NO

If "yes," please list name, position, and dates of service:

Name	Position	Dates of Service
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

3. Are you or any managers, partners, or officers of your firm related by blood or marriage/domestic partnership to an employee of SCAG or member of the SCAG Regional Council that is considering your proposal?

YES       NO

If "yes," please list name and the nature of the relationship:

Name	Relationship
_____	_____
_____	_____
_____	_____
_____	_____

4. Does an employee of SCAG or a member of the SCAG Regional Council hold a position at your firm as a director, officer, partner, trustee, employee, or any position of management?

YES       NO

If "yes," please list name and the nature of the relationship:

Name	Relationship
_____	_____
_____	_____
_____	_____
_____	_____

5. Have you or any managers, partners, or officers of your firm ever given (directly or indirectly), or offered to give on behalf of another or through another person, campaign contributions or gifts to any current employee of SCAG or member of the SCAG Regional Council (including contributions to a political committee created by or on behalf of a member/candidate)?

YES       NO

If "yes," please list name, date gift or contribution was given/offered, and dollar value:

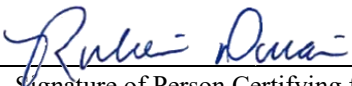
Name	Date	Dollar Value
_____	_____	_____
_____	_____	_____
_____	_____	_____

**SECTION III: VALIDATION STATEMENT**

This Validation Statement must be completed and signed by at least one General Partner, Owner, Principal, or Officer authorized to legally commit the proposer.

**DECLARATION**

I, (printed full name) \_\_\_\_\_, hereby declare that I am the (position or title) \_\_\_\_\_ of (firm name) \_\_\_\_\_, and that I am duly authorized to execute this Validation Statement on behalf of this entity. I hereby state that this SCAG Conflict of Interest Form dated \_\_\_\_\_ is correct and current as submitted. I acknowledge that any false, deceptive, or fraudulent statements on this Validation Statement will result in rejection of my contract proposal.

 \_\_\_\_\_  
 Signature of Person Certifying for Proposer (original signature required)

\_\_\_\_\_ Date

**NOTICE**

A material false statement, omission, or fraudulent inducement made in connection with this SCAG Conflict of Interest Form is sufficient cause for rejection of the contract proposal or revocation of a prior contract award.

Attachment: Contract Summary 20-002-C01 Amendment 2 COI (Amending Contract Greater Than 30% of the Contract's Original Value: Contract



Southern California Association of Governments  
Hybrid (In-Person and Remote Participation)  
November 3, 2021

**To:** Executive/Administration Committee (EAC)  
Regional Council (RC)  
**From:** Cindy Giraldo, Chief Financial Officer  
(213) 630-1413, giraldo@scag.ca.gov  
**Subject:** Purchase Orders \$5,000 - \$199,999; Contracts \$25,000 - \$199,999 and  
Amendments \$5,000 - \$74,999

EXECUTIVE DIRECTOR'S  
APPROVAL

**RECOMMENDED ACTION:**

Information Only - No Action Required

**STRATEGIC PLAN:**

This item supports the following Strategic Plan Goal 7: Secure funding to support agency priorities to effectively and efficiently deliver work products.

**BACKGROUND:**

**SCAG executed the following Purchase Orders (PO's) for more than \$5,000 but less than \$200,000**

<u>Vendor</u>	<u>PO Purpose</u>	<u>PO Amount</u>
Switch Communications Group, LLC	FY22 Switch Internet Services	\$75,128
Carahsoft Technology Corp.	FY22 Agenda Management System	\$39,868
Daily Journal Corporation	FY22 Public Notices	\$25,093
Thomson West	FY22 Subscriptions	\$10,000
ENO Transportation Foundation	FY22 ENO Transportation Membership	\$10,000
UC Riverside Foundation	FY22 Inland Center for Sustainability	\$10,000
Southern Calif Leadership Network	FY22 Sponsorship	\$10,000
Oxford University Press	FY22 Oxford Economics Subscription	\$9,500
Latitude Geographics	FY22 Geocortex Maintenance Renewal	\$5,464
Mobility 21	FY22 Mobility 21 Summit Sponsorship	\$5,000



**SCAG executed the following Contracts for more than \$25,000 but less than \$200,000**

<b><u>Consultant/Contract #</u></b>	<b><u>Contract’s Purpose</u></b>	<b><u>Contract Amount</u></b>
Various (21-047-C01 through 21-047-C19 and 21-050-C01)	Monthly report on Regional Early Action Plan Program (REAP) on-call services.	Various (as identified the attachment)

**SCAG executed these Amendments for more than \$5,000 but less than \$75,000 and less than 30% of the original contract value**

<b><u>Consultant/Contract #</u></b>	<b><u>Amendment’s Purpose</u></b>	<b><u>Amendment Amount</u></b>
1. HR Green, Inc. (20-082-C01)	This amendment enables the consultant to include an additional module (a part of the software system) called Trade License to be configured to facilitate a better permitting platform (the base upon which other applications, and processes are developed).	\$72,043
2. AECOM Technical Services Inc. (AECOM) (21-038-C01)	This amendment enables the consultant to perform additional survey work that will help to explore the current practices of Mobility as a Service (MaaS) vendors to understand their current products, technologies, and business models relevant for the successful implementation of MaaS in the region.	\$15,842
3. Placeworks Inc. (21-006-C01)	This amendment enables the consultant to deliver a more robust Freeway Corridor Specific Plan (FCSP) for the City of Yucaipa. The additional analysis will also better identify the regional demand for commercial and residential use of housing, as well as the most feasible affordable housing sites where development costs can be minimized.	\$14,100



**ATTACHMENT(S):**

1. Contract Summary 21-047-C01 to C19 and 21-050-C01
2. Contract Summary 20-082-C01 Amendment 1
3. Contract Summary 21-038-C01 Amendment 1
4. Contract Summary 21-006-C01 Amendment 1



**CONSULTANT CONTRACT NOS. 21-047-C01 THROUGH 21-047-C19 AND 21-050-C01**  
**MONTHLY REAP FOLLOW UP**

**Selected  
Consultants:**

1. AECOM Technical Services, Inc.
2. Arup North America, Ltd.
3. Ascent Environmental, Inc.
4. BAE Urban Economics, Inc.
5. CTY Housing, Inc.
6. ECONorthwest
7. Estolano Advisors
8. HR&A Advisors Inc.
9. Kimley-Horn and Associates, Inc.
10. Kosmont & Associates, Inc.
11. LeSar Development Consultants
12. National Community Renaissance of California
13. Opticos Design, Inc.
14. Raimi + Associates
15. Stantec Consulting Services, Inc.
16. RDC-S111 (dba Studio One Eleven)
17. Turner Housing Innovation Labs, Inc.
18. Woodsong Associates, LLC
19. WSP USA Inc.

See RFP

**Background &  
Scope of Work:**

On April 1, 2021, the Regional Council approved a procurement program to accelerate project delivery for the Regional Early Action Plan Program (REAP) and requested staff to report back monthly on procurement activities related to the On Call Services for the REAP Program. This report is to inform the RC of those activities. This report is to inform the Regional Council of procurement activities, contracts and amendments related to the On-call Services for the REAP Program.

In summary, the REAP Program provides a new model for timely implementation of SCAG's local assistance programs and the Regional Council has approved the following:

- (1) Authorized staff to enter into up to a total of \$10,000,000 in On Call Services contracts to implement the Regional Council's approved REAP work program, upon completion of competitive procurement and selection of consultants for the On Call Services;
- (2) Waived SCAG's procurement requirement to first obtain the Executive/Administration Committee's and Regional Council's approval for contracts at or above \$200,000 prior to execution, for any individual contract up to \$500,000 awarded to complete work that is part of the Regional Council's approved REAP grant funded program and authorization for the Executive Director or his/her designee to execute such contracts upon consultation with legal counsel;
- (3) Waived SCAG's procurement requirement necessitating Executive/Administration Committee's and Regional Council approval prior to entering any contract amendment exceeding \$75,000 or 30% (whichever is less) and, instead, requiring amendments of 30% or more to be first approved by the Executive/Administration Committee and Regional Council, and authorizing the Executive Director or his/her designed to execute such amendments upon

Attachment: Contract Summary 21-047-C01 to C19 and 21-050-C01 (Purchase Orders \$5,000 - \$199,999; Contracts \$25,000 - \$199,999 and

consultation with legal counsel; and (4) directing staff to make monthly informational reports to the Regional Council of procurement activities, contracts and amendments related to REAP made pursuant to this action.

**Project’s Benefits & Key Deliverables:** The project’s benefits and key deliverables include, but are not limited to:

- Supporting local jurisdictions in the update of their Housing Elements;
- Assistance with integrated land use planning, urban design and land use policy;
- Assistance with community development finance;
- Assistance with racial equity analysis and training; and
- Assistance with Grant Writing and Grant Program Administration.

**Strategic Plan:** This item supports SCAG’s Strategic Plan Goal 1: Produce innovative solutions that improve the quality of life for Southern Californians.

**Contract Amount:** **Total not to exceed** **\$10,000,000**

Note: This is for on-call, or as needed services with consultants to be paid upon a Task Order award. As such, there is no specific award amount to each consultant, nor does SCAG guarantee any specific amount of work to a consultant. Therefore, the amount that may be funded to each consultant is not yet determined

**Contract Period:** June 2021 through December 31, 2023

**Project Number(s):** 300.4872.01  
300.4872.02  
300.4872.03  
300.4872.05  
300.4872.06

Funding source(s): REAP Program Grant

**Update** Below is a table showing the on call services procurements, and their status at present. Any future dates are subject to change, and procurements may be added or removed to this list.

Project Title	RFP Released	Awarded to (Consultant)	Amount of Award
P&O-1 Leadership Academy	5/3/2021	LeSar Development Consultants	\$815,823
HPS-1 CEQA	5/25/2021	Ascent Environmental, Inc.	\$337,738
HSD 1-A - Advanced ADU Bundle	6/30/2021	AECOM Technical Services, Inc.	\$546,676
HPS-2 Other to Residential	7/16/2021	Studio One Eleven	\$137,740
HSD 2-A EIFD Bundle	7/30/2021	TBD (Closed 9/1/21)	TBD
HSD 1-B Preliminary ADU Bundle	8/4/2021	TBD (Closed 9/1/21)	TBD
SRP-3 N .La County/Palmdale Digital Utility Data Inventory Tool for Housing	8/11/2021	No bids (*2 <sup>nd</sup> release please see below)	TBD
HSD 2-D One San Pedro EIFD Study	8/11/2021	TBD (Closed 9/8/21)	TBD
SRP-1 WSCCOG REAP Subregional Partnership Project	8/12/2021	TBD (Closed 8/12/21)	TBD
HSD 2-C Heart of Hollywood TIF Study	8/19/2021	TBD (Closed 10/4/21)	TBD

<b>Project Title</b>	<b>RFP Released</b>	<b>Awarded to (Consultant)</b>	<b>Amount of Award</b>
HSD 2-B Utilities & Infrastructure Needs Assessment & Development Program	9/24/2021	TBD (Closes 11/3/21)	TBD
HSD 3-E South El Monte Comprehensive Zoning Update	10/1/2021	Expected: 11/10/21	TBD
SRP-3 N .La County/Palmdale Digital Utility Data Inventory Tool for Housing (re-release)	10/14/2021	TBD*	TBD
HSD 3-C Rialto Specific Plan Merger and Update	Expected: 10/14/21	Expected: 12/2021	TBD
HSD 3-A Objective Development Standards	Expected: 10/2021	Expected: 12/2021	TBD
HSD 3-D Burbank Media District Specific Plan	Expected: 10/2021	Expected: 12/2021	TBD
SRP-1 WSCCOG REAP Subregional Partnership Project (Project #2 and #4) (re-release)	Expected: Late 2021	Expected: Early 2022	TBD
TCC: Pomona	Expected: Late 2021	Expected: Early 2022	TBD
TCC: Riverside	Expected: Late 2021	Expected: Early 2022	TBD
Metrolink Station Areas Analysis	Expected: Late 2021	Expected: Early 2022	TBD
Metro Transit-Oriented Communities Housing Accelerator	Expected: Late 2021	Expected: Early 2022	TBD
SRP-2 SFVCOG Mapping Application Tool	TBD	TBD	TBD

Attachment: Contract Summary 21-047-C01 to C19 and 21-050-C01 (Purchase Orders \$5,000 - \$199,999; Contracts \$25,000 - \$199,999 and

**CONSULTANT CONTRACT NO. 20-082-C01 AMENDMENT NO. 1**

**Consultant:** HR Green, Inc.

**Background & Scope of Work:** On December 1, 2020, SCAG awarded Contract 20-082-C01 to HR Green, Inc., to provide the installation and configuration (formation) of software and equipment for the City of Cerritos (City). The City requires that its planning, permitting, business license, code enforcement systems be upgraded to the latest version of a software system provided by Infor Public Sector (IPS). This upgrading process will include reviewing and revising business processes to emphasis the new capabilities and functionality of the software.

This amendment also increases the contract value from \$463,684 to \$535,727 (\$72,043) and extends the contract term from 2/28/22 to 5/31/22.

This increase is to include a module (a part of the software system) called Trade License to be configured in order for the permitting platform (the base upon which other applications, and processes are developed) to perform critical functions, such as issuing and approving building permits that are required for the purpose and completion of this project. A module that was originally to be used to support the platform became unstable, outdated and essentially phased out by the software company. Since the original module could no longer support the project work as intended, the Trade License module had to be added to support the work already underway.

**Project’s Benefits & Key Deliverables:** The project’s benefits and key deliverables include, but are not limited to:

- Reduction of Greenhouse Gas Emissions (GHG) and Vehicle Miles Traveled (VMT) through the application of new technologies to improve air quality and traffic congestion;
- Successful deployment of an online customer portal that can be evaluated and replicated throughout the region;
- Implementation of an online system that responds to the COVID-19 pandemic, removing the need for in-person trips to City hall; and
- Significant improvements to the development review process, streamlining housing construction to accelerate housing growth and economic recovery.

**Strategic Plan:** This item supports the following goals within SCAG’s Strategic Plan:

1. Produce innovative solutions that improve the quality of life for Southern Californians;
2. Advance Southern California’s policy interests and planning priorities through regional, statewide, and national engagement and advocacy; and
3. Provide innovative information and value-added services to enhance member agencies’ planning and operations and promote regional collaboration.

**Amendment Amount:**

Amendment 1	\$72,043
Original contract value	<u>\$463,684</u>
<b>Total contract value is not to exceed</b>	<b>\$535,727</b>

This amendment does not exceed \$75,000 or 30% of the contract’s original value. Therefore, in accordance with the SCAG Procurement Manual (January 2021) Section 9.3, it does not require the Regional Council’s approval.

**Contract Period:** December 1, 2020 through May 31, 2022

<b>Project Numbers:</b>	280-4824U3.01	\$60,089.53
	280-4824E.01	\$7,785.23
	280-4824U5.02	\$45,250.85
	280-4824E.02	\$5,862.70
	280-4824W1.02	\$31,000.00
	280-4824R8.02	\$158,400.00
	300-4887Y0.01	\$155,295.53
	300-4887Y0.01	\$72,042.54

Funding source(s): Senate Bill 1 (FY18 and FY19 SB1 Formula Funds), Mobile Source Air Pollution Reduction Review Committee (MSRC), California Department of Housing and Community Development (Regional Early Action Planning (REAP Funds), Transportation Development Act (TDA) and City of Cerritos (cash match).

**Basis for the Amendment:**

The purpose of this Amendment is to revise the scope of work and budget relative to a significant implementation-related issue encountered by the City and Consultant. Of the several modules to be installed and configured in order to update the permitting platform and increase functionality, one of the modules must now be accompanied by another module called Trade License in order for the platform to perform critical functions, such as the processing of permits, which is the main purpose of the project. As stated above, a module that was originally to be used to support the platform became unstable, outdated and essentially phased out by the software company. Since the original module could no longer support the project work as intended, the Trade License module had to be added to support the work already underway. Without the addition of the new Trade License module, the project would have faltered with insufficient support and would fail to meet the requirements of the project.

This update benefits both the City and SCAG by providing the necessary scope revisions and additional funding which directly allows this project to continue with the permitting platform needed to expedite housing/development permits and reduce VMT/GHG. Without this amendment, it would not be possible to successfully complete the project. SCAG would have lost the opportunity to study the permitting platform's impact on regional goals, and the City would have lost the ability to improve local air quality, reduce VMT/GHG, and accelerate housing production.

**CONSULTANT CONTRACT NO. 21-038-C01 AMENDMENT NO. 1**

**Consultant:** AECOM Technical Services, Inc. (AECOM)

**Background & Scope of Work:** On June 1, 2021, SCAG awarded Contract 21-038-C01 to AECOM to provide a white paper that will assess the feasibility of implementing Mobility as a Service (MaaS) within the SCAG region including identification of challenges and opportunities, key institutional and infrastructure needs, and develop an implementation guide.

This amendment also increases the contract value from \$160,210 to \$176,052 (\$15,842).

This increase is due to additional vendor survey task that will help to explore the current practices of MaaS vendors to understand their current products, technologies, and business models relevant for the successful implementation of MaaS. The private sector, and vendors who provide various services related to MaaS, bring a unique perspective into the MaaS framework and network. This additional vendor survey task will also help to understand the private sector perspective on MaaS goals and strategies, transportation system integration and roles and responsibilities, and how best to coordinate with on data, technology, and understand challenges of interoperability of a MaaS system in Southern California.

**Project’s Benefits & Key Deliverables:** The project’s benefits and key deliverables include, but are not limited to:

- Conducting best practice research including review of literature and case studies related to MaaS;
- Providing a Technical Memorandum identifying feasibility, challenges and opportunities for MaaS implementation; and
- Developing an Implementation Guide to ensure successful implementation of MaaS in the SCAG region to support Connect SoCal goals of reduced congestion and GHG emissions, improved air quality, healthy communities, and strong economies.

**Strategic Plan:** This item supports SCAG’s Strategic Plan Goal 1: Produce innovative solutions that improve the quality of life for Southern Californians.

<b>Amendment</b>	Amendment 1	\$15,842
<b>Amount:</b>	Original contract value	<u>\$160,210</u>
	<b>Total contract value is not to exceed</b>	<b>\$176,052</b>

This amendment does not exceed \$75,000 or 30% of the contract’s original value. Therefore, in accordance with the SCAG Procurement Manual (January 2021) Section 9.3, it does not require the Regional Council’s approval.

**Contract Period:** June 1, 2021 through June 30, 2022

**Project Number:** 140-0121B.10                      \$176,052

Funding source: Consolidated Planning Grant (CPG) – Federal Transit Administration (FTA 5303)

Attachment: Contract Summary 21-038-C01 Amendment 1 (Purchase Orders \$5,000 - \$199,999; Contracts \$25,000 - \$199,999 and Amendments

Funding of \$75,000 is available in the FY 2021-22 budget in Project Number 140-0121B.10 and the remaining \$101,052 is expected to be available in the OWP Budget Amendment 01 in Project Number 140-0121.10, subject to budget availability.

**Basis for the Amendment:**

Staff amended this contract to better understand the data needs, current products, and insight into technologies available to support the implementation of MaaS in the SCAG region, which will enhance the overall study analysis. The private sector, and vendors who provide various services related to MaaS, bring a unique perspective into the MaaS framework and network. This additional analysis will help to explore the current practices of MaaS vendors to understand their current products, technologies, and business models relevant for the successful implementation of MaaS.

It will also help staff better understand the private sector perspective on MaaS goals and strategies, transportation system integration and roles and responsibilities, and how best to coordinate with on data, technology, as well as to better understand challenges of interoperability of a MaaS system in Southern California.

**CONSULTANT CONTRACT NO. 21-006-C01 AMENDMENT 1**

**Consultant:** PlaceWorks, Inc.

**Background & Scope of Work:** On March 5, 2021, SCAG awarded Contract 21-006-C01 to PlaceWorks, Inc., to provide a Freeway Corridor Specific Plan (FCSP) update for the City of Yucaipa (City) to support the policies provided in the 2016 General Plan update, provide consistency with the Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS) and reflect the current project needs of the commercial and residential market to support the future development of the area.

This amendment increases the contract value from \$152,980 to \$167,080 (\$14,100).

This increase is to provide a Conceptual Grading Study (Study) to Task 3, Specific Plan Update Process, that will improve the geography (layout) of the area that will be inputted into a transportation circulation analysis for greater efficiency, and support in identifying the most feasible, affordable housing site where development costs can be minimized.

- Project’s Benefits & Key Deliverables:**
- Freeway Corridor Specific Plan updated text that will capture the regional demand for commercial and residential use;
  - Traffic Impact Assessment that will provide a verification with which to assess the proposed revisions and their improvements towards Vehicles Miles Traveled;
  - Vehicle Miles Traveled (VMT) relative to baseline conditions and support the necessary technical information for the concurrent but separate environmental review process; and
  - Public outreach that will help coordinate with members of the public to gather input on updated Specific Plan document and direction.

**Strategic Plan:** This item supports SCAG’s Strategic Plan Goals 1 and 4:  
 Goal 1: Produce innovative solutions that improve the quality of life for Southern Californians; and  
 Goal 4: Provide innovative information and value-added services to enhance member agencies’ planning and operations and promote regional collaboration.

<b>Amendment Amount:</b>	Amendment 1	\$14,100
	Original contract value	<u>\$152,980</u>
	<b>Total contract value is not to exceed</b>	<b>\$167,080</b>

This amendment does not exceed \$75,000 or 30% of the contract’s original value. Therefore, in accordance with the SCAG Procurement Manual (January 2021) Section 9.3, it does not require the Regional Council’s approval.

**Contract Period:** March 5, 2021 through February 28, 2022

**Project Number:** 275-4823B.04 \$147,915.91  
 275-4823E.04 \$19,164.07



Funding sources: Consolidated Planning Grant – Federal Transit Administration (FTA) and Transportation Development Act (TDA).

**Basis for the Amendment:**

Amendment 1 enables the consultant to deliver a more robust FCSP update by providing an increased accuracy in their evaluation that will improve the geography (layout) of the area, provide greater efficiency to the transportation circulation analysis and identify any outstanding issues in time for project completion. The additional Study will also further support the FCSP in identifying the regional demand for commercial and residential use and the most feasible affordable housing sites where development costs can be minimized.

This amendment benefits the City and SCAG for it provides the updates needed to effectively complete the project on schedule and benefits the region through the FCSP’s VMT improvements. Without the inclusion of the updated Study, the Plan’s implementation would have been delayed, which would affect the FCSP updates that capture the regional demand for commercial and residential use and the Traffic Impact Assessment that will provide a verification to assess the proposed revisions and their improvements towards VMT.



AGENDA ITEM 7  
REPORT

Southern California Association of Governments  
Hybrid (In-Person and Remote Participation)  
November 3, 2021

**To:** Executive/Administration Committee (EAC)  
Regional Council (RC)  
**From:** Cindy Giraldo, Chief Financial Officer  
(213) 630-1413, giraldo@scag.ca.gov  
**Subject:** CFO Monthly Report

EXECUTIVE DIRECTOR'S  
APPROVAL

**RECOMMENDED ACTION:**

Information Only - No Action Required

**STRATEGIC PLAN:**

This item supports the following Strategic Plan Goal 7: Secure funding to support agency priorities to effectively and efficiently deliver work products.

**UPDATE ON FRAUD REPORTED AT AUDIT COMMITTEE MEETING:**

At the October 20, 2021, Audit Committee meeting, SCAG reported that it was victim to internet email fraud leading to an unrecovered loss of \$22,538. A summary of the incident and timeline of events are provided below.

In early January, staff was working with a service provider, Cornerstone, to set-up electronic payments, a more secure payment method than traditional checks. Regular email exchanges were occurring between staff and the authorized Cornerstone representative Andrew Vo. A timeline of the events leading to the fraud follows:

- 1/5:** Staff receives valid invoice and banking information from Andrew Vo.
- 1/19:** Staff receives email from a presumably fictitious "Andrew Vo" requesting a change in banking information. Upon a "casual" inspection of the email, and superficially, it is very consistent with Andrew Vo's signature and Cornerstone branding, but with close examination of the email it is evident the sender is not Andrew Vo's email (i.e., there is a minor alteration of the email address to a separate non-Cornerstone domain).
- 1/21:** Staff completed the banking change considering the email valid.
- 1/26:** Payment to Cornerstone is made to the bank account on record (i.e., changed account based on fictitious email).
- 2/17:** Staff responded to a Cornerstone email requesting status of payment and informed them that payment was made on January 26<sup>th</sup>.

**5/11:** Cornerstone sent an email requesting proof of payment, which was provided by staff.

**5/14:** Cornerstone informed staff that Andrew Vo no longer worked for them, and the banking information was erroneous. This is the date the fraud was discovered.

Following the discovery of the fraud, SCAG took the following actions:

- SCAG Executive Management and legal counsel were informed of the incident.
- We reviewed all vendor banking changes made in the prior 90 days to confirm they were valid, no exceptions were noted.
- We implemented a new procedure requiring the completion of the appropriate Vendor Change Form. Once received, staff must confirm requested changes over the phone with the vendor contract contact on file.
- We worked with our bank to attempt to recover the fraudulently transmitted funds. The funds have not been recovered.
- The incident was reported, by our Chief Counsel, to both the Los Angeles Police Department (LAPD) and the Federal Bureau of Investigations (FBI). All requests from these agencies for information or supporting documentation were provided.

While the incident remains open within LAPD and the FBI, we consider the incident internally to be closed although we remain available should future information or requests be received from either law enforcement agency.

#### **UPDATE ON FINANCE DIVISION MANAGEMENT CHANGES:**

As reported at October's meeting, Tom Philip, Accounting Manager, has left SCAG. Erika Bustamante is now Interim Accounting Manager. Following an internal recruitment, Kana Sato-Nguyen has been appointed to Interim Budget & Grants Manager. A full recruitment for a permanent replacement for the Accounting Manager position, with a new position title of Controller, is underway.

#### **SCAG POLICY & PROCEDURE IMPROVEMENTS**

SCAG has implemented the Labor Budgeting, Labor Monitoring, and Labor Charging Policy & Procedures. The purpose of this new policy and related procedures is to:

- Define responsibility for project labor budget preparation, monitoring and charging.
- Ensure correct hours are charged to the correct project codes, and consistent with state and federal laws and regulations.
- Ensure time is reported accurately and honestly. This means reporting only the true and actual number of hours worked and ensuring that the hours charged specifically relate to the activity or work performed.
- Ensure that no cost is allocated to a project which is unallowable, misallocated, contrary to a contract provision or otherwise improper.



In September, all staff received training on the new policy. Additionally, training materials and a copy of the policy is available to employees on SCAGHub.

**MEMBERSHIP DUES:**

As of October 19, 2021, 166 cities and 5 counties had paid their FY22 dues. This represents 87.94% of the dues assessment. 19 cities and 1 county have yet to pay their FY22 dues.

**BUDGET & GRANTS (B&G):**

Staff is preparing four grant applications for the FY 2022-23 Caltrans Sustainable Transportation Planning Grant Program for a total proposal amount of \$1,745,000. The final grant applications will be submitted by October 27, 2021.

Project Title	Description	Grant Request	SCAG Matching Funds
Highways to Blvd Regional Study	The study will identify and evaluate urban highways within the SCAG region, particularly those intersecting with environmental justice areas and disadvantaged communities that may be candidates for conversion to city streets or capping projects.	\$500,000	\$64,780
Toolkit of Anti-Displacement Policies for AT Plans	SCAG is interested in finding data-informed answers to the concern of displacement and to determine the degree of correlation between the installation of active transportation infrastructure and regional demographic changes.	\$505,000	\$65,428
Truck Parking Assessment Study	To build upon Caltrans recent statewide truck parking study, SCAG will conduct a regional truck parking study, locating, and quantifying the demand of truck parking at the local level and identifying gaps and connectivity needs with the state system.	\$240,000	\$60,000
Southern California Region Airport	SCAG will survey passengers at the commercial service airports in the	\$500,000	\$64,780

Passenger Study	region to better understand the ground transportation preferences and behavior of airport passengers in Southern California.		
-----------------	--	--	--

**CONTRACTS:**

In September 2021, the Contracts Department issued four (4) Request for Proposals; awarded five (5) contracts; issued twenty (20) contract amendments; and processed 51 Purchase Orders to support ongoing business and enterprise operations. Staff also administered 159 consultant contracts. Contracts staff continued to negotiate better pricing as well as reduced costs for services. This month Contracts’ staff negotiated \$147,140 in budget savings, bringing the Fiscal Year total to \$243,393 in savings.

The Contracts Department also submitted its Semi-annual Disadvantage Business Enterprise (DBE) Report (Report) to Caltrans. The Report, which is divided into four parts, documents the use of federal money on contracts administered through the Caltrans Office of Regional Planning (ORP), pursuant to Section 6.14 of the Caltrans Regional Planning Handbook. Caltrans uses the information in the Report towards achieving it’s 17% DBE goal. In summary, for the reporting period 04/1/21 – 09/30/21 the Report shows that:

- Parts A & B – SCAG awarded 8 contracts totaling \$2,029,701 in federal dollars and \$444,156 or 21.88% went to 9 DBE’s;
- Part C – There were 10 contracts in which SCAG made monthly payments totaling 599,368 and \$219,634 or 36.64% went to DBE’s; and
- Part D – There were 4 contracts that closed totaling \$942,067 and \$319,563 or 33.92% went to DBE’s.

SCAG is pleased with the success achieved on supporting Disadvantaged Business Enterprises. We will continue our focus on awarding contracts to DBE’s in support of federal, state, and agency goals.

**ATTACHMENT(S):**

1. CFO Charts 110421



# Office of the Chief Financial Officer

## Monthly Status Report

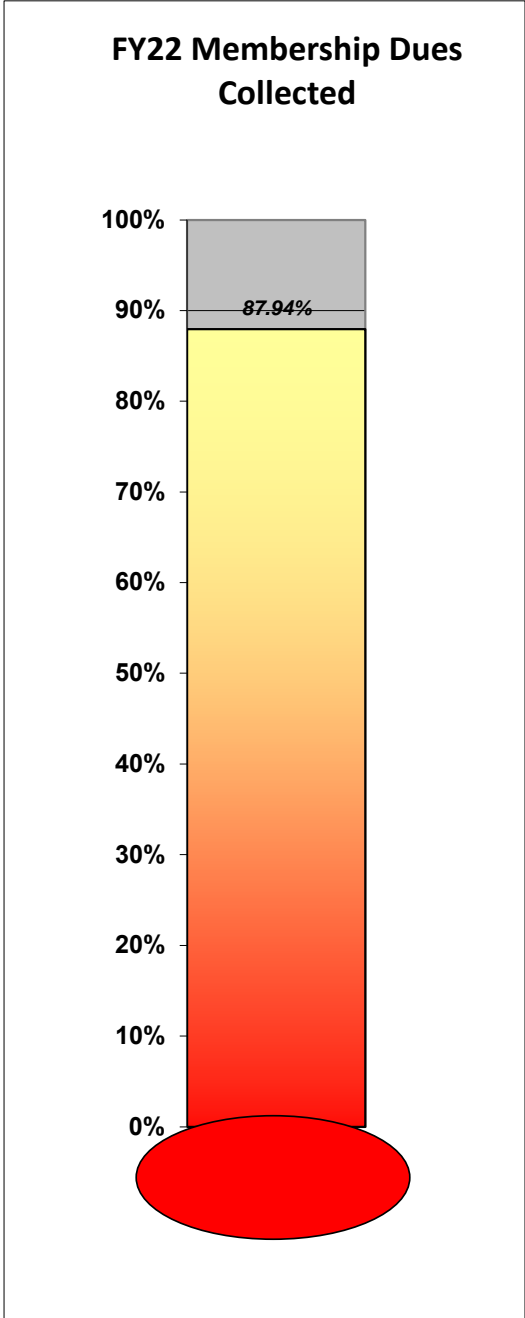
**SEPTEMBER 2021**

**OVERVIEW**

As of October 19, 2021, 166 cities and 5 counties had paid their FY22 dues. This represents 87.94% of the dues assessment. 19 cities and 1 county had yet to pay their dues.

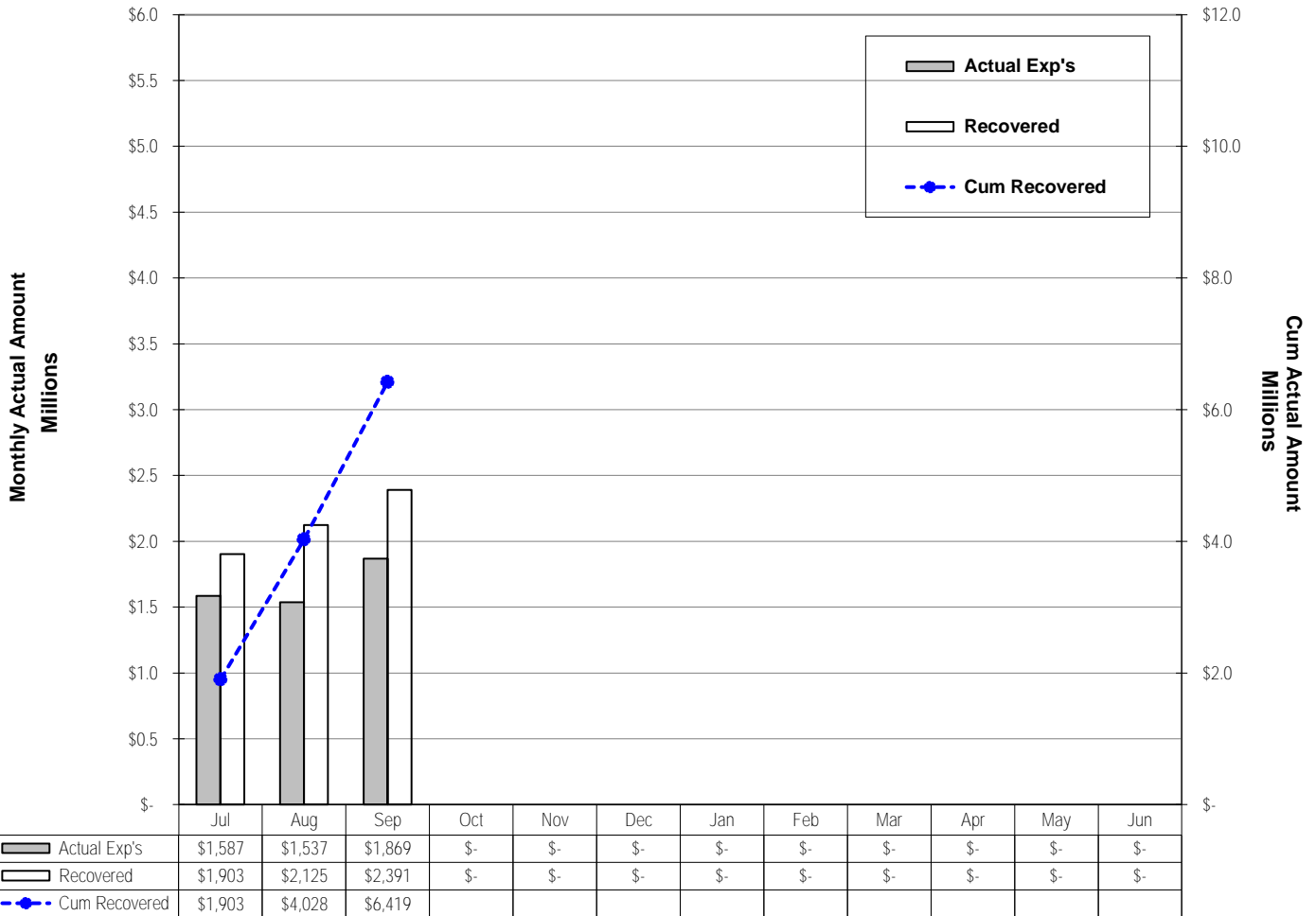
**SUMMARY**

FY22 Membership Dues	<u>\$ 2,187,283</u>
	<u>                  </u>
	<u>                  </u>
Total Collected	<u>\$ 1,923,476</u>
	<u>                  </u>
Percentage Collected	<u>87.94%</u>





FY22 INDIRECT COST & RECOVERY



Attachment: CFO Charts 110421 (CFO Monthly Report)

OVERVIEW

**A comparison of Indirect Cost (IC), incurred by SCAG vs. IC recovered from SCAG's grants.**

SUMMARY

**Through September 2021, SCAG was over-recovered by \$1,425,347.86 due to unspent Indirect Cost budget. This is in line with the over-recovery built into the FY22 IC rate.**





**Office of the CFO**  
Consolidated Balance Sheet

	8/31/2021	9/30/2021	Incr (decr) to equity	COMMENTS
Cash at Bank of the West	\$ 8,093,489	\$ 6,813,076		
LA County Investment Pool	\$ 5,693,670	\$ 8,375,312		
Cash & Investments	\$ 13,787,159	\$ 15,188,388	\$ 1,401,228	Revenues of \$5.5M and Expenses of \$4.1M both on cash basis.
Accounts Receivable	\$ 11,943,121	\$ 14,351,732	\$ 2,408,611	Payments of \$3.38M from TDA, \$1M from SB1, \$720K from FTA5303, \$306K from OTS, \$87K from FHWA SP&R, \$45K from memberships and \$26K from SHA, offset by billings of \$3.24M to TDA, \$3.72M to FHWA PL, \$1.43M to FTA5303, \$162K to SB1, \$317K to ATP and \$16K to memberships.
Other Current Assets	\$ 1,011,113	\$ 288,243	\$ (722,870)	Net amortization of \$23K in prepaid expenses plus net IC/FB fund over recovery of \$699.5K.
Fixed Assets - Net Book Value	\$ 5,433,945	\$ 5,433,945	\$ -	No change.
<b>Total Assets</b>	<b>\$ 32,175,339</b>	<b>\$ 35,262,308</b>	<b>\$ 3,086,969</b>	
Accounts Payable	\$ (9,311)	\$ (885,396)	\$ (876,085)	Increase in Accounts Payable due to increase in Contracts \$708K and AP \$168K. Longer closing period due to change in payroll processing.
Employee-related Liabilities	\$ (905,440)	\$ (361,019)	\$ 544,421	Decrease in liabilities due to 12 unpaid working days in August and 4 in September.
Deferred Revenue	\$ (7,554,477)	\$ (7,553,932)	\$ 545	Increase in COBRA advances \$545
<b>Total Liabilities and Deferred Revenue</b>	<b>\$ (8,469,228)</b>	<b>\$ (8,800,347)</b>	<b>\$ (331,119)</b>	
<b>Fund Balance</b>	<b>\$ 23,706,110</b>	<b>\$ 26,461,961</b>	<b>\$ 2,755,850</b>	
<b>WORKING CAPITAL</b>				
	8/31/2021	9/30/2021	Incr (decr) to working capital	
Cash	\$ 13,787,159	\$ 15,188,388	\$ 1,401,228	
Accounts Receivable	\$ 11,943,121	\$ 14,351,732	\$ 2,408,611	
Accounts Payable	\$ (9,311)	\$ (885,396)	\$ (876,085)	
Employee-related Liabilities	\$ (905,440)	\$ (361,019)	\$ 544,421	
<b>Working Capital</b>	<b>\$ 24,815,529</b>	<b>\$ 28,293,705</b>	<b>\$ 3,478,176</b>	

Attachment: CFO Charts 110421 (CFO Monthly Report)



**Office of the CFO**  
Fiscal Year-To-Date Expenditure Report Through September 30, 2021

**COMPREHENSIVE BUDGET**

			<b>Adopted Budget</b>	<b>Amended Budget</b>	<b>Expenditures</b>	<b>Commitments</b>	<b>Budget Balance</b>	<b>% Budget Spent</b>
1		Staff & Allocated Fringe Benefits	257,016	257,016	44,492	-	212,524	17.3%
2	51001	Allocated Indirect Costs	363,202	363,202	62,871	-	300,331	17.3%
3	54300	SCAG Consultants	288,000	276,004		22,626	253,378	0.0%
4	54340	Legal costs	120,000	120,000		118,066	1,934	0.0%
5	55441	Payroll, bank fees	15,000	15,000	1,166	13,833	0	7.8%
6	55600	SCAG Memberships	127,600	127,600	18,772	25,511	83,317	14.7%
7	55610	Professional Membership	11,500	11,500	796	957	9,747	6.9%
8	55620	Res mat/sub	2,000	2,000		-	2,000	0.0%
9	55730	Capital Outlay > \$5,000	1,512,183	1,512,183		935,931	576,252	0.0%
10	55840	Training Registration		11,996	11,996	-	0	100.0%
11	55860	Scholarships	44,000	44,000		-	44,000	0.0%
12	55910	RC/Committee Mtgs	15,000	15,000		-	15,000	0.0%
13	55912	RC Retreat	13,000	13,000		-	13,000	0.0%
14	55914	RC General Assembly	611,500	611,500		-	611,500	0.0%
15	55915	Demographic Workshop	28,000	28,000		1	27,999	0.0%
16	55916	Economic Summit	85,000	85,000		8,925	76,075	0.0%
17	55918	Housing Summit	20,000	20,000		-	20,000	0.0%
18	55920	Other Meeting Expense	86,500	86,500	483	19,464	66,553	0.6%
19	55xxx	Miscellaneous other	67,000	67,000	879	407	65,713	1.3%
20	55940	Stipend - RC Meetings	202,000	202,000	38,620	-	163,380	19.1%
21	56100	Printing	10,000	10,000		-	10,000	0.0%
22	58100	Travel - outside SCAG region	77,500	77,500		-	77,500	0.0%
23	58101	Travel - local	47,500	47,500		-	47,500	0.0%
24	58110	Mileage - local	31,500	31,500	17	-	31,483	0.1%
25	58150	Travel Lodging	13,000	13,000	23	-	12,977	0.2%
26	58800	RC Sponsorships	165,000	165,000		25,431	139,569	0.0%
27		<b>Total General Fund</b>	<b>4,213,001</b>	<b>4,213,001</b>	<b>180,115</b>	<b>1,171,154</b>	<b>2,861,732</b>	<b>4.3%</b>
28								
29		Staff & Allocated Fringe Benefits	17,631,038	17,631,038	4,512,157	-	13,118,881	25.6%
30	5100x	Allocated Indirect Costs	24,915,148	24,915,148	6,341,611	-	18,573,537	25.5%
31	543xx	SCAG Consultants	40,296,922	72,427,112	980,810	37,018,920	34,427,382	1.4%
32	54302	Non-Profits/IHL	933,245	1,193,681	9,346	174,076	1,010,259	0.8%
33	54340	Legal Services - FTA 5303	-	-		98,048	(98,048)	
34	54360	Pass-through Payments	9,191,406	9,191,406		-	9,191,406	0.0%
35	55210	Software Support	600,000	600,000	66,364	4,861	528,775	11.1%
36	55250	Cloud Services	1,635,500	1,635,500		422,759	1,212,741	0.0%
37	5528x	Third Party Contributions	5,230,855	5,230,855	1,147,589	-	4,083,266	21.9%
38	55310	F&F Principal	264,368	264,368	64,895	177,666	21,807	24.5%
39	55315	F&F Interest	10,423	10,423	3,449	5,948	1,026	33.1%
40	55320	AV Principal	149,034	149,034	36,503	100,252	12,278	24.5%
41	55325	AV Interest	2,642	2,642	845	1,542	255	32.0%
42	55415	Off Site Storage	9,124	9,124	1,658	-	7,466	18.2%
43	55520	Hardware Supp	5,000	5,000		-	5,000	0.0%
44	55580	Outreach/Advertisement	64,000	64,000		-	64,000	0.0%
45	55620	Resource Materials - subscrib	540,000	540,000	34,540	107,313	398,147	6.4%
46	55810	Public Notices	65,000	65,000	25,093	-	39,907	38.6%
47	55830	Conf. Registration	4,000	4,000		-	4,000	0.0%
48	55920	Other Meeting Expense	19,000	19,000		-	19,000	0.0%
49	55930	Miscellaneous	190,717	186,316		12,766	173,550	0.0%
50	55931	Misc Labor	1,204,452	9,141,651		-	9,141,651	0.0%
51	55932	Misc Labor, Future	1,185,044	1,185,044		-	1,185,044	0.0%
52	56100	Printing	9,000	9,000		-	9,000	0.0%
53	58xxx	Travel	82,500	80,500		-	80,500	0.0%
54	59090	Exp - Local Other	40,011,607	40,011,607		-	40,011,607	0.0%
55		<b>Total OWP, FTA Pass Thru &amp; TDA</b>	<b>144,250,025</b>	<b>184,571,449</b>	<b>13,224,860</b>	<b>38,124,152</b>	<b>133,222,438</b>	<b>7.2%</b>
56								
57		<b>Comprehensive Budget</b>	<b>148,463,026</b>	<b>188,784,450</b>	<b>13,404,975</b>	<b>39,295,305</b>	<b>136,084,170</b>	<b>7.1%</b>

**Attachment: CFO Charts 110421 (CFO Monthly Report)**

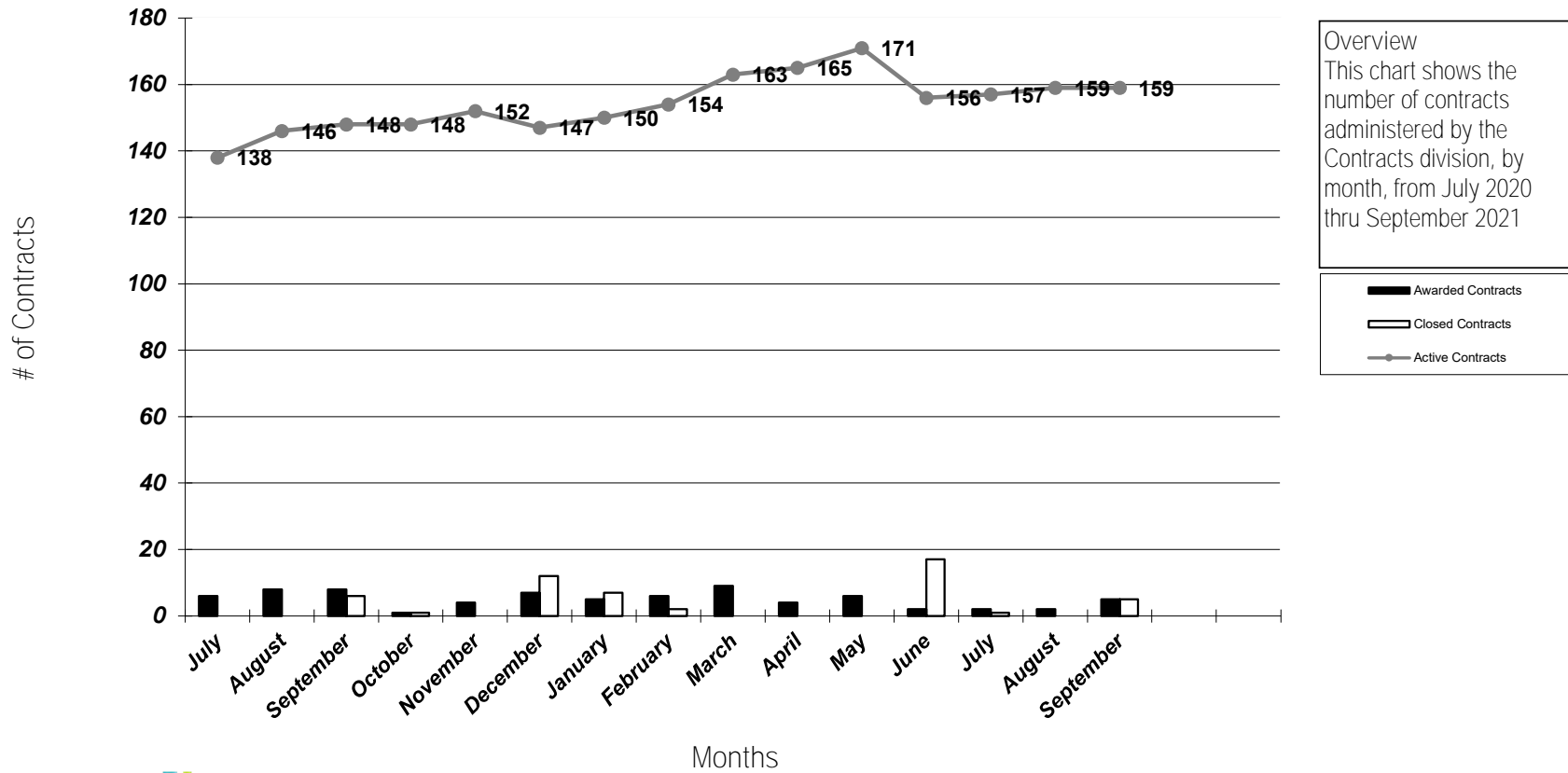


**INDIRECT COST EXPENDITURES**

	<b>Adopted Budget</b>	<b>Amended Budget</b>	<b>Expenditures</b>	<b>Commitments</b>	<b>Budget Balance</b>	<b>% Budget Spent</b>		
1	50010	Regular Staff	7,746,533	7,746,533	2,029,231		5,717,302	26.2%
2	50013	Regular OT	1,000	1,000	363		637	36.3%
3	50014	Interns, Temps, Annuit	78,000	78,000	3,746		74,255	4.8%
4	50016	Retired Annuitant		15,150	15,064		86	99.4%
5	50030	Severance	80,000	80,000	17,288		62,712	21.6%
6	51xxx	Allocated Fringe Benefits	6,077,056	6,077,056	1,602,245	-	4,474,811	26.4%
7	54300	SCAG Consultants	1,961,819	1,945,669	4,875	283,691	1,657,103	0.3%
8	54301	Consultants - Other	731,000	781,000	69,565	340,783	370,652	8.9%
9	54340	Legal	40,000	40,000		-	40,000	0.0%
10	55201	Network and Communications	304,000	304,000	53,478	118,528	131,994	17.6%
11	55210	Software Support	548,900	508,400	166,066	342,333	0	32.7%
12	55220	Hardware Supp	940,817	905,817	33,429	42,873	829,515	3.7%
13	55240	Repair & Maint Non-IT	26,500	26,500	3,694	22,806	0	13.9%
14	55251	Infrastructure Cloud Services	623,465	658,465	5,050	175,052	478,364	0.8%
15	55271	On-Prem Software	247,690	247,690	1,334	-	246,356	0.5%
16	55275	Co-location Services	250,000	250,000	9,085	36,159	204,756	3.6%
17	55315	F&F Interest	4,376	4,376	1,448	2,497	431	33.1%
18	55325	AV Interest	8,162	8,162	2,611	4,764	787	32.0%
19	55400	Office Rent DTLA	2,302,445	2,302,445	773,662	1,528,698	85	33.6%
20	55410	Office Rent Satellite	278,200	278,200	42,395	100,123	135,682	15.2%
21	55415	Offsite Storage	5,000	5,000	976	1,919	2,105	19.5%
22	55420	Equip Leases	100,000	100,000	4,579	55,421	40,000	4.6%
23	55430	Equip Repairs & Maint	1,000	1,000		-	1,000	0.0%
24	55435	Security Services	100,000	100,000	11,806	88,194	0	11.8%
25	55440	Insurance	315,000	315,000	100,843	-	214,158	32.0%
26	55441	Payroll / Bank Fees	17,500	17,500	2,141	15,359	-	12.2%
27	55445	Taxes	5,000	5,000		-	5,000	0.0%
28	55460	Mater & Equip < \$5,000 *	54,000	54,000		-	54,000	0.0%
29	55510	Office Supplies	73,800	73,800	1,576	60,260	11,964	2.1%
30	55520	Graphic Supplies	4,000	4,000		-	4,000	0.0%
31	55530	Telephone	-	500	103		397	20.6%
32	55540	Postage	10,000	10,000		10,000	0	0.0%
33	55550	Delivery Svc	5,000	5,000	1,003	3,997	(0)	20.1%
34	55600	SCAG Memberships	102,200	102,200	830	170	101,200	0.8%
35	55610	Prof Memberships	1,500	1,500		-	1,500	0.0%
36	55611	Prof Dues	1,350	1,350		-	1,350	0.0%
37	55620	Res Mats/Subscrip	58,100	57,100	16,513	12,627	27,960	28.9%
38	55630	COVID Facility Expenses		1,500	1,276		224	85.1%
39	55700	Deprec - Furn & Fixt	250,330	250,330		-	250,330	0.0%
40	55720	Amortiz - Leasehold Improvements	75,000	75,000		-	75,000	0.0%
41	55800	Recruitment Notices	25,000	25,000	511	24,489	(0)	2.0%
42	55801	Recruitment - other	45,000	45,000	1,809	31,466	11,725	4.0%
43	55810	Public Notices	2,500	-		-	0	
44	55820	In House Training	30,000	30,000		-	30,000	0.0%
45	55830	Networking Meetings/Special Events	20,000	20,000		-	20,000	0.0%
46	55840	Training Registration	65,000	65,000	9,839		55,161	15.1%
47	55920	Other Mtg Exp	2,500	2,500		-	2,500	0.0%
48	55950	Temp Help	108,316	108,316	4,680	45,521	58,115	4.3%
49	55xxx	Miscellaneous - other	11,500	9,000		-	9,000	0.0%
50	56100	Printing	23,000	23,000		10,000	13,000	0.0%
51	58100	Travel - Outside	83,300	80,800	36		80,764	0.0%
52	58101	Travel - Local	20,000	19,000	218		18,782	1.1%
53	58110	Mileage - Local	23,500	22,500	72		22,428	0.3%
54	58120	Travel Agent Fees	3,000	3,000			3,000	0.0%
55		<b>Total Indirect Cost</b>	<b>23,891,359</b>	<b>23,891,359</b>	<b>4,993,439</b>	<b>3,357,730</b>	<b>15,540,190</b>	<b>20.9%</b>

**Attachment: CFO Charts 110421 (CFO Monthly Report)**

## SCAG Contracts (Year to Date)



**Overview**  
 This chart shows the number of contracts administered by the Contracts division, by month, from July 2020 thru September 2021

- Awarded Contracts
- Closed Contracts
- Active Contracts



**Summary**

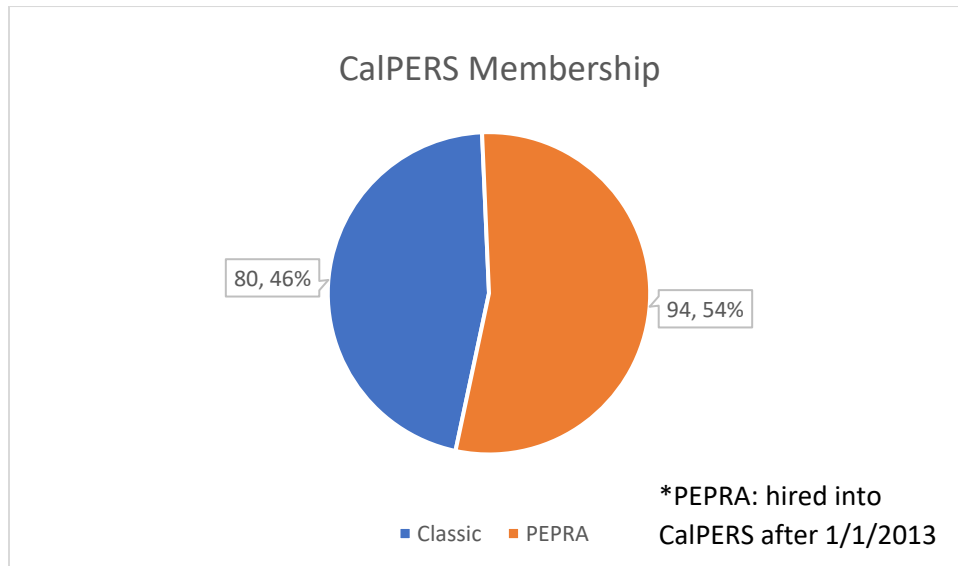
As illustrated on the chart, the Contracts Department is currently managing a total of 159 contracts. Forty-three (43) are Cost Plus Fee contracts; eighty-one (81) are Lump Sum (formerly Fixed Price) contracts, and the remaining thirty-five (35) are Time and Materials (T&M) contracts (includes Labor Hour and Retainer contracts). Note, due to the nature of SCAG's work, the majority of SCAG contracts have a one year term and end on June 30th each year.

# CFO Report

As of October 1, 2021

## Staffing Update

Division	Authorized Positions	Filled Positions	Vacant Positions	Interns/Temps	Agency Temps	Volunteers	Total
Executive Office	8	8	0	0	0	0	8
Human Resources	7	6	1	1	0	0	7
Legal Services	3	2	1	0	0	0	2
Finance	28	26	2	1	0	0	27
Information Technology	26	23	3	0	0	0	23
Policy & Public Affairs	22	19	3	0	1	0	20
Planning & Programs	94	90	4	2	0	7	99
<b>Total</b>	<b>188</b>	<b>174</b>	<b>14</b>	<b>4</b>	<b>1</b>	<b>7</b>	<b>186</b>



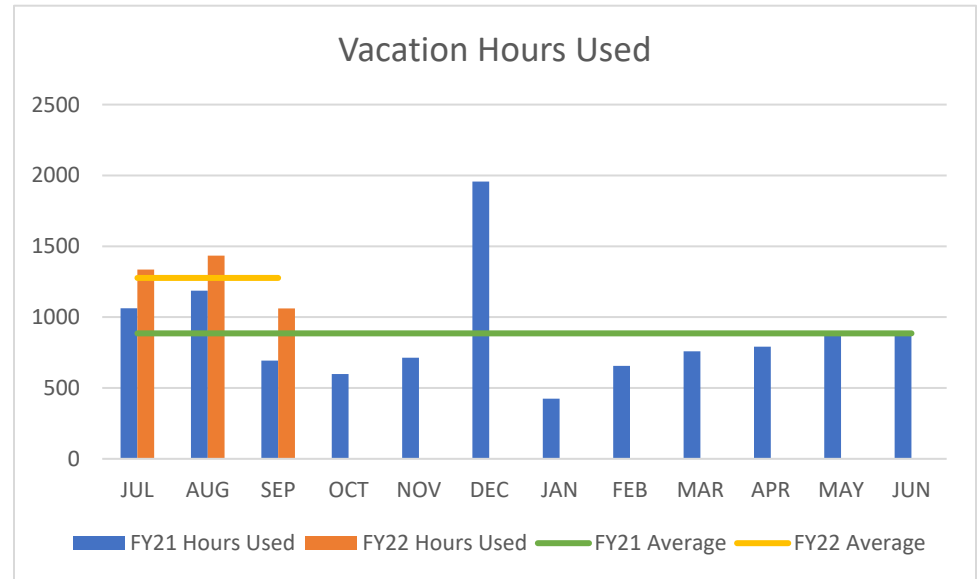
# CFO Report

As of October 1, 2021

## Vacation Update

### Vacation Usage FY22

	Hours Used	Cost
<b>Total</b>	3,829.96	\$ 231,520.94
<b>Average</b>	41.18	\$ 2,489.47
<b># of Staff</b>		93
<b>% of Staff</b>		53.45%



### Vacation Cash Out Pilot Program Usage in FY22 and FY21

	FY22 Hours Used	FY22 Cost	FY21 Hours Used	FY21 Cost
<b>Total</b>	80	\$ 5,431.20	1,180	\$ 81,956.80
<b>Average</b>	26.67	\$ 1,810.40	39.33	\$ 2,731.80
<b>Lowest</b>	20	\$ 1,227.00	20	\$ 1,352.40
<b>Highest</b>	40 (max)	\$ 2,866.80	40 (max)	\$ 5,568.40
<b># of Staff</b>			2	30
<b>% of Staff</b>		1.15%		17.75%



AGENDA ITEM 8  
REPORT

Southern California Association of Governments  
Hybrid (In-Person and Remote Participation)  
November 3, 2021

**To:** Executive/Administration Committee (EAC)  
**From:** Michael Houston, Director of Legal Services/Chief Counsel  
(213) 630-1467, houston@scag.ca.gov  
**Subject:** 2022 RC/EAC/Committee Meeting Options

EXECUTIVE DIRECTOR'S  
APPROVAL

**RECOMMENDED ACTION:**

Information only – No Action Required. Discussion and input requested.

**STRATEGIC PLAN:**

This item supports the following Strategic Plan Goal 1: Produce innovative solutions that improve the quality of life for Southern Californians.

**EXECUTIVE SUMMARY:**

*SCAG's legislative bodies have been meeting remotely pursuant to previously issued (and now repealed) executive orders and recent amendments to the Brown Act. Generally, the Brown Act permits "remote" or "virtual" meetings if the locations of all teleconferenced meeting sites are identified on the agenda and if the public is able to attend in-person at all teleconference locations (Govt. Code § 54953(b)(3). Recent urgency provisions of the Brown Act contained in Assembly Bill 361 (AB 361) permit agencies to forego publishing the teleconference locations and making such locations open to the public if a declared state of emergency exists and other public health factors are met, so long as public agencies provide "real time" public comment and meet other requirements.*

*In September, SCAG held its first "hybrid" style meeting of the Executive/Administration Committee (EAC), with both in-person and remote attendance (under the Brown Act a "hybrid" meeting is a teleconferenced meeting). The Regional Council (RC) and other committees continued to hold their September meetings fully remote. October meetings were held similarly, and this manner of meetings will continue at least through the end of the calendar year.*

*Staff is eager to welcome the RC, EAC and all committees back to an "in person" meeting format at the appropriate time. Notwithstanding the current remote work environment, SCAG staff has been planning for staff's return to their physical office locations and returning the legislative bodies to physical meetings. In eventually returning to physical meetings, it is necessary to*

---

*balance the health of the public, employees and members, along with providing vibrant and functional methods to solicit and receive input from the general public and stakeholders.*

*The purpose of this item is to identify several options staff is considering for the eventual return to “in person” meeting. Staff seeks the EAC’s input as it develops alternatives.*

**BACKGROUND:**

Following the declaration of a state of emergency by the Governor in March 2020, the Regional Policy Manual (Policy Manual) was amended to more readily facilitate SCAG’s legislative bodies meeting to conduct SCAG’s business by utilizing a remote meeting format. To date, and since the beginning of the COVID-19 public health crisis, SCAG has utilized the Zoom web-meeting platform to conduct meetings of its legislative bodies virtually. The Zoom platform permits remote, real-time involvement of SCAG’s governing board and committee members, the general public, stakeholders and SCAG staff.

SCAG’s legislative bodies have met remotely pursuant to previously issued (and now repealed) executive orders and now are meeting pursuant to recent amendments to the Brown Act, which permit teleconferenced/video conferenced public meetings to occur. Absent the recent amendments to the Brown Act, teleconferenced meetings (which include meetings held by videoconference on platforms such as Zoom) require that the location of all teleconferenced meeting sites are identified on the agenda and, further, require that the public be afforded the ability to attend in-person at all teleconference locations (Govt. Code § 54953(b)(3)). Recent urgency provisions of the Brown Act contained in Assembly Bill 361 (AB 361) permit agencies to forego publishing the teleconference locations and making such locations open to the public in situations where a declared state of emergency exists, and other public health factors are met. In such cases, however, public agencies must provide a “real time” public comment period and meet other requirements. The provisions of AB 361 became operative September 16, 2021 and will expire on January 1, 2024.

In September, SCAG held its first “hybrid” style meeting of the Executive/Administration Committee (EAC), with both in-person and remote attendance (under the Brown Act this type of “hybrid” meeting is a teleconferenced meeting). The Regional Council (RC) and other committees continued to hold their September meetings in a remote manner. October meetings were held similarly, and this manner of meetings will continue at least through the end of the calendar year. The October and November meetings are being held pursuant to the new provisions adopted in AB 361. A separate agenda item on the EAC and RC agenda will extend SCAG’s ability to hold remote meetings pursuant to AB 361’s provisions by making findings that the Governor’s declared state of emergency continues and that state and local public health officials still recommend social distancing measures in the SCAG region, particularly in Los Angeles where SCAG’s headquarters/meeting site is located.



The remote meeting format has its benefits, such as providing the ability to social distance in light of public health concerns, permitting real-time participation of the public without individuals needing to travel to a physical meeting site during the business day, and reducing vehicle miles to travel to/from meetings.

Notwithstanding some of the notable benefits of remote meetings, SCAG's staff has been working since mid-summer to develop plans to welcome the public and SCAG's decision makers back to an "in person" meeting format, when public health conditions make it safe to do so. Further, and despite the current remote work environment, SCAG staff are also planning for staff's return to the physical office locations. Most important to returning to physical meetings are the health of the public, employees and members, along with providing vibrant and functional methods to solicit and receive input from the general public and stakeholders.

The regulatory environment is fluid and every changing. Presently, the City of Los Angeles has imposed masking requirements for indoor locations (with some exceptions). Further, the Los Angeles County Health Department continues to recommend social distancing, in addition to masking, in situations where large congregations of persons occur that are not from the same household and the vaccination status of all attendees is unknown. Generally, social distancing is thought to be accommodating 6 feet of distance between those from different households. A number of other regulatory options (such as statewide COVID-19 vaccination and/or testing regulations for large employers or to enter certain types of businesses and venues) are in development, but are not yet released for review or yet implemented.

With both the importance of continuing SCAG's business and the current (as well as changing) regulatory environment in mind, it is worth noting the SCAG's public meeting spaces have established capacity limits. These meeting spaces could have further reduced capacity depending on the social distancing recommended for safe in-person meetings. A chart showing the established capacity limits and capacity with 6-foot and 3-foot distancing is included as [Attachment 1](#). For further reference, a summary of pre-COVID meeting locations, maximum attendee data (both membership and staffing) and dates/times of the RC, EAC and Policy Committees is also shown on [Attachment 1](#).

The data contained in [Attachment 1](#) demonstrates that, depending on the nature of social distancing used, SCAG's public meeting spaces do not necessarily have capacity to hold all members of the legislative body, requisite staff and public attendance. Said differently, social distancing may still militate to some form of remote meeting participation.

**OPTIONS FOR CONSIDERATION:**

Staff has identified several options to consider for meeting format as we proceed to a new year. Considerations for such options include public health, seating capacity of rooms, social distancing measures, staggering of meetings and ability to safely welcome the public, stakeholders and members.

In addition to the “primary” meeting format options listed below (in Items 1-3), there are several other considerations that EAC may want to consider, such as holding Policy Committee meetings on a day (or week) other than when the Regional Council meets. These other considerations are discussed in Item 4 below.

Staff requests that the EAC discuss the foregoing options and provide input to assist staff as we continue developing an implementation strategy to return to in person meetings.

1. Continue Current “Hybrid” EAC and Remote RC/Committee Meeting Structure: Presently, the EAC’s meetings are being held in a hybrid format. Simply put, a “hybrid” meeting is a teleconferenced meeting that includes both remote and in-person participation components. Such a meeting must comply with either the general provisions of the Brown Act, or must be able to make the findings required by AB 361. The current benefit of a hybrid meeting structure is that it permits more flexibility for social distancing to occur in enclosed spaces with limited room/seating capacity. As a result, this structure gives flexibility to SCAG given the size of some of the committees and the RC (not to mention the staff necessary to facilitate an orderly meeting). It bears noting that the purpose of AB 361’s flexibility provisions is meant to be temporary during a public emergency. While there is uncertainty as to the duration of the current declared state of emergency and the duration of social distancing recommendations, these conditions will eventually subside. For this reason, any form of teleconferenced meetings will eventually only be able to continue in compliance with Brown Act provisions requiring the posting of all meeting locations, and their availability to the public.
2. Expand Hybrid Meeting Format to Include Policy Committees: One option would be to provide a hybrid meeting format for Policy Committees, in addition to the EAC. Given the benefit noted above regarding flexibility, this option may provide more in person meeting opportunities while allowing distancing where smaller room capacity may be warranted.
3. In Person: Presently none of SCAG’s legislative bodies are holding fully in person meetings. One or more committees could meet in an in-person format. An in-person format would generally be a return to pre-COVID meeting practices (i.e., limited remote participation) and in person public participation. As noted in charts included in Attachment 1, full “in person” meetings would require development of accommodations (such as staggered meeting times or different meeting days, which are described below) to accommodate social distancing

recommendations that presently exist, or to maintain social distancing measures to some degree even after regulatory recommendations end, if desired.

4. Other Considerations (which may be used in tandem with options noted above):

a. Hold Policy Committee Meetings on a Different Day/Week from RC Meeting: An option that may be used in tandem with the primary options included above would be to hold Policy Committee meetings on a day or week that differs from the time the Regional Council meets. Some considerations related to this are:

- This would facilitate more “in person” gathering opportunity, even with social distancing, because larger rooms (and larger capacity) would be available if meetings are spread out. This benefit would exist whether meetings are fully in person or hybrid. (See charts attached).
- Spreading out Policy Committee meetings could result in efficiencies in the agenda process and ability for policy decisions to be considered by the committees farther in advance of RC consideration.
- Staffing efficiencies would occur because holding meetings on separate days/weeks would only require one clerk team to staff meetings.
- Spreading meetings could, however, be less efficient from a time standpoint for committee members that also serve on the RC as in person attendance on separate days would require additional travel and cost.
- It would be necessary to amend the Policy Manual, or alternatively, cancel regular meetings and hold special meetings. The Policy Manual presently provides that the Policy Committees “shall meet on the same day as the Regional Council unless a special meeting is otherwise called by the Chair of the Committee.”

b. Stagger Policy Committee Meetings: Staff has considered staggering Policy Committee meeting times on the day of the RC meeting to accommodate more in person participation. Depending on the planned attendance list and social distancing criteria used, it is still likely that some remote participation by committee members would be needed.

c. Timing Considerations for Implementation: If there is interest in either expanding the hybrid format to the Policy Committees or restoring some or all meetings to in person formats, staff believes that implementation could occur (at earliest) by the early spring.



---

**FISCAL IMPACT:**

None.

**ATTACHMENT(S):**

1. Attachment 1 - Room Capacities and Pre-COVID 19 Data Points

**Attachment 1  
(Room Capacities and Pre-COVID 19 Data Points)**

**Room Capacities of SCAG’s Public Meeting Spaces**

	<b>Zero social distancing</b>	<b>6-foot social distancing</b>	<b>3-foot social distancing</b>
<b>Policy A</b>	68 (32RC/36Pub)	34 (16RC/18Pub)	51 (16RC/35Pub)
<b>Policy B</b>	72 (36RC/36Pub)	36 (18RC/18Pub)	54 (18RC/36Pub)
<b>Regional Council Room</b>	136 (71RC/65Pub)	68 (35RC/33Pub)	102 (35RC/67Pub)
<b>Reception</b>	30	10	22
<b>Executive Lounge</b>	20	8	15
<b>RC Lounge</b>	20	8	15

*Note: Parentheticals in the chart above reflect the number of RC (or committee member) seats available at the dais, out of the total room capacity listed. Numbers for RC seating capacity is based on desk seating at room dais not being moveable.*

**Pre-COVID Meeting Data Points**

<b>Committee/Location</b>	<b>Attendee Data</b>	<b>Support Staff Estimate*</b>	<b>Pre-Pandemic Meeting Time</b>
Executive Administration Committee <i>Policy B</i>	18 – All are RC members	17 - 1 clerk, 1 GC, 11 ET, 2 IT, 2 RAO	9:00 – 10:00 AM Thursday (now 3-4 PM Wednesdays)
Community, Economic and Human Development Committee <i>Policy B</i>	55 – 27 are RC members	10 - 1 clerk, 1 GC, 3 ET, 1 Planning, 2 IT, 2 RAO	10:00 – 12:00 AM Thursday
Transportation Committee <i>Regional Council Room</i>	65 – 38 are RC members	10 - 1 clerk, 1 GC, 3 ET, 1 Planning, 2 IT, 2 RAO	10:00 – 12:00 AM Thursday
Energy and Environment Committee <i>Policy A</i>	31 – 7 are RC members	10 - 1 clerk, 1 GC, 3 ET, 1 Planning, 2 IT, 2 RAO	10:00 – 12:00 AM Thursday
Regional Council <i>Regional Council Room</i>	86 members	17 - 2 clerks, 1 GC, 11 ET, 2 IT, 2 RAO	12:15 – 2 PM Thursday