

BOARD MEETING DATE: January 8, 2021

AGENDA NO. 8

PROPOSAL: Execute Contract for Planning, Organizing, and Facilitating South Coast AQMD's Martin Luther King, Jr. Day of Service Forum and Cesar Chavez Day of Remembrance

SYNOPSIS: The current contract with Lee Andrews Group, Inc. for planning, organizing, and facilitating South Coast AQMD's Martin Luther King, Jr. Day of Service Forum and Cesar Chavez Day of Remembrance expires September 30, 2021. This action is to execute a three-year sole source contract with Lee Andrews Group, Inc. in an amount not to exceed \$150,000 per year.

COMMITTEE: Administrative, December 11, 2020; Recommended for Approval

RECOMMENDED ACTIONS:

1. Authorize the Chairman to execute a sole source three-year contract with Lee Andrews Group, Inc., for planning, organizing, and facilitating two annual air quality events, in amounts not to exceed \$150,000 per year; and
2. Appropriate \$450,000 from the General Fund, Undesignated Fund Balance, to the Legislative & Public Affairs FY 2020-21 budget, Services and Supplies Major Object.

Wayne Natri
Executive Officer

DJA:KH:RAR

Background

For the last six years, South Coast AQMD has annually hosted two separate events: Martin Luther King, Jr. Day of Service Forum, and Cesar Chavez Day of Remembrance. Board members, students, individuals from across the region, and civil rights activists from various communities participate in the events. South Coast AQMD's engagement with the public through these events enables diverse members of the community to come together to commemorate social and environmental progress.

These events also provide South Coast AQMD with an opportunity to educate and provide information to attendees on ways we can work together to improve air quality.

The current contractor has performed an exemplary job organizing these two flagship events for South Coast AQMD; therefore, it is recommended that they be awarded a sole-source contract to continue their work for the next three years of the program.

Proposal

The proposal is to secure the services of Lee Andrews Group, Inc. and extend the existing contract for a three-year period to provide planning, organizing, and facilitating services for South Coast AQMD's Martin Luther King, Jr. Day of Service Forum and Cesar Chavez Day of Remembrance events for years 2022, 2023 and 2024, at a cost not to exceed \$150,000 per year.

Sole Source Justification

Section VIII, (B.2) of South Coast AQMD's Procurement Policy and Procedure identifies four major provisions under which a sole-source award may be justified. This request is made under provision B.2.d.3 other circumstances exist which in the determination of the Executive Officer require such waiver is in the best interest of South Coast AQMD. The contractor's experience providing support in multiple level of phases that are required to carry out the South Coast AQMD flagship community events.

Resource Impacts

Sufficient funding is available from the General Fund, Undesignated Fund Balance to support these efforts.