



Legislation Details (With Board Report)

**File #:** 14-170      **Name:** CAO - Darryl Sink & Associates, Inc. Agreement  
**Type:** General Agenda Item      **Status:** Passed  
**File created:** 2/18/2014      **In control:** Board of Supervisors  
**On agenda:** 2/25/2014      **Final action:** 2/25/2014  
**Title:** Approve and authorize the Contracts/Purchasing Officer to sign an agreement with Darryl L. Sink & Associates, Inc. for the development of a Monterey County Contracts Academy for a not to exceed amount of \$266,328.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. DSA Agreement, 2. Completed Board Order

| Date      | Ver. | Action By            | Action   | Result |
|-----------|------|----------------------|----------|--------|
| 2/25/2014 | 1    | Board of Supervisors | approved |        |

Approve and authorize the Contracts/Purchasing Officer to sign an agreement with Darryl L. Sink & Associates, Inc. for the development of a Monterey County Contracts Academy for a not to exceed amount of \$266,328.

RECOMMENDATION:

It is recommended that the Board of Supervisors:

Approve and authorize the Contracts/Purchasing Officer to sign an agreement with Darryl L. Sink & Associates, Inc. for the development of a Monterey County Contracts Academy for a not to exceed amount of \$266,328.

SUMMARY/DISCUSSION:

In December 2012, the Board of Supervisors and Departments Heads collaborated in a workshop to develop Strategic Initiatives for the County of Monterey. During the workshop, departments expressed the need to improve the internal method of contract processing within the County. A team was created with members from eight departments including the CAO’s Office taking part to examine the process. The team worked collaboratively in reviewing practices within the various areas of the County.

The CAO’s Budget and Analyst Division analyzed the work done by the team and formulated recommendations. On December 3, 2013, the Board of Supervisors approved the development and implementation of a Contract Processing Workflow Tracking System and the creation of a Contracts Academy and authorized a Management Analyst III position in the Contracts/Purchasing Department in order to improve and create greater efficiency in contract processing.

Staff has received a proposal from Darryl L. Sink & Associates, Inc. (DSA), for the development of a Monterey County Contracts Academy which would put into place processing procedures, skills development accountability for the improvement of the contract processing. DSA’s is a locally based consulting group providing a seasoned team of industry experts with 32 years of experience in the development of training programs. The County has worked with DSA in the recent past and was impressed with the work product. Additional references were contacted and found them to be pleased with DSA’s work quality. Attached is the

agreement which contains the scope of work to be completed in three phases.

OTHER AGENCY INVOLVEMENT:

Staff is working and will continue to collaborate with all County departments. County Counsel has approved as to form.

FINANCING:

Funding in the amount of \$266,328 is available in FY13-14 Adopted Budget in Other Financing Uses, Appropriation Unit CAO017.

Prepared by: Michael Derr, Contracts/Purchasing Officer, 755-4992

Prepared by: Veronica Fernandez, Associate Administrative Analyst, 755-5872

Approved by: Dewayne Woods, Assistant County Administrative Officer

Attachments: Darryl L. Sink & Associates, Inc. Agreement