



County of Monterey

Item No.

Board Report

Board of Supervisors
Chambers
168 W. Alisal St., 1st Floor
Salinas, CA 93901

Legistar File Number: 26-563

June 16, 2026

Introduced: 6/3/2026

Current Status: Draft

Version: 1

Matter Type: General Agenda Item

""

Approve and authorize the Executive Director of the Monterey County Workforce Development Board (MCWDB) to execute an Agreement with Pat Davis Design Group, Inc. (PDDG) to provide website development, design, and hosting services for the period from July 1, 2026, through June 30, 2027, at a cost not to exceed \$57,900.

""

a. RECOMMENDATION

It is recommended that the Board of Supervisors:

a. Approve and authorize the Executive Director of the Monterey County Workforce Development Board (MCWDB) to execute an Agreement with Pat Davis Design Group, Inc. (PDDG) to provide website development, design, and hosting services for the period from July 1, 2026, through June 30, 2027, at a cost not to exceed \$57,900.

b. BACKGROUND

Based on the results of an RFP process conducted earlier that year, on August 1, 2018, the Executive Committee approved the selection committee's recommendation to negotiate an agreement to design, develop, maintain, and host a new, Workforce Innovation and Opportunity Act-compliant website with PDDG, a marketing and communications services provider that had successfully provided similar design and development services for other workforce development boards.

In April 2018, the Board of Supervisors had approved the MCWDB Executive Director to execute certain agreements not exceeding \$45,000, which allowed for the execution of an agreement and amendment for website development, maintenance, and hosting services that did not exceed \$45,000 for the term from September 19, 2018, through June 30, 2021.

On August 23, 2021, the MCWDB received approval from the Board of Supervisors authorizing the Executive Director to sign a new three-year agreement with PDDG for the period of July 1, 2021, through June 30, 2024, in an amount not to exceed \$35,000 per year, with two renewals. The scope of work for this agreement included ongoing hosting, maintenance, security, and technical support services for the website and related tools and applications; new webpage design and content development; and refreshes of existing webpages on the site. The second renewal will terminate on June 30, 2026.

c. DISCUSSION

The Board of Supervisors is asked to authorize the Executive Director of the MCWDB to sign a new Agreement with Pat Davis Design Group, Inc. to provide website development, design, and hosting services for the period of July 1, 2026, through June 30, 2027, at a cost not to exceed \$57,900. At

its meeting of April 23, 2026, the MCWDB approved the Agreement to be executed for a period of one year.

d. OTHER AGENCY INVOLVEMENT

County Counsel has approved the proposed Agreement.

e. FINANCING

The Board of Supervisors' approval of the proposed Agreement with PDDG will have no impact on the Monterey County General Fund. The funding identified in the Agreement is budgeted to Fund 021, Appropriations Unit CAO030, Department 1050, Unit 8478.

f. BOARD OF SUPERVISORS STRATEGIC PLAN GOALS

Approval of the Agreement for website services will allow the MCWDB to connect job seekers, employers, and other community members to the employment resources they need, resulting in the training and hiring of additional workers and ultimately to economic prosperity for Monterey County residents and businesses.

- Well-Being and Quality of Life
- Sustainable Infrastructure for the Present and Future
- Safe and Resilient Communities
- Diverse and Thriving Economy
- Dynamic Organization and Employer of Choice

g. Prepared by:

Vanessa Kor
Management Analyst II
Monterey County Workforce Development Board
(831) 796-6412

h. Recommended by:

Christopher Donnelly
Executive Director
Monterey County Workforce Development Board
(831) 759-6644

i. Attachment:

2026-27 Agreement with Pat Davis Design Group, Inc.