



SACOG Board of Directors

**Board of Directors Regular Meeting**

**Meeting Date:** 3/15/2018

**Agenda Item No.:** 2018-March-3.

**Subject:** Authorize Master Agreement for Shared Services with IBTS

**Consent**

**Prepared by:** Conor Peterson

**Approved by:** Erik Johnson

**Attachments:** Yes

**1. Issue:**

Should SACOG establish a master agreement contract with the Institute of Building Technology and Safety (IBTS) to offer municipal services to local governments in the Sacramento region?

**2. Recommendation:**

The Government Relations & Public Affairs Committee recommends that the Board of Directors delegate authority to the Chief Executive Officer to negotiate and execute a master agreement with IBTS.

**3. Background/Analysis:**

Building on the Government Relations & Public Affairs committee discussion in February regarding SACOG's Council of Government functions, this master agreement would build on the available cooperative contracts available through SACOG's Local Government Services. Under this master agreement, services would be available to local government agencies on an on demand or as-needed basis similar to our Joint Fuel & Lubricants and Joint Human Resource Service contracts.

Cooperative contracts offer cost savings through bulk purchase and also save a substantial amount of time by reducing the soft services required in order to complete a competitive solicitation process.

The Institute of Building Technology and Safety (IBTS) is a nonprofit organization with a mission to deliver quality services to meet the challenges of governance at all levels while enhancing public safety, economic development, and the general welfare of the community. The members of the IBTS board of directors include representatives from the International City/County Management Association (ICMA), National League of Cities (NLC), the National Association of Counties (NACo), and the Council of State Governments (CSG).

IBTS has proven experience partnering with COG's and statewide associations providing a collaborative regional service delivery approach. Mid-America Regional Council (MARC) partnered with IBTS in 2014, and has shown success with nearly two dozen of their members utilizing their master agreement for a variety of municipal services. The contract format provides local government agencies the ability to truly share staffing resources and provide quality service to its community for an affordable cost.

#### **4. Discussion/Analysis:**

IBTS presented their regional service concept to SACOG's Regional Managers forum at the end of last year. Following a great discussion, staff distributed a survey to the Regional Managers in order to gauge interest in the shared contract approach and to narrow down the specific service needs. All agencies who responded for the first round of feedback have expressed interest and are listed Attachment A. Ongoing, staff is continuing to reach out to those who have not yet responded, and IBTS will be coming to the region in March to meet with individual jurisdictions to map out the exact services that will be included in the master agreement.

#### **5. Fiscal Impact/Grant Information:**

Services will be fully funded by participating local governments. SACOG will receive a small percentage of the IBTS-collected fees to support SACOG staff time to perform and build direct services to our members.

#### **ATTACHMENTS:**

Description

Attachment A - IBTS Master Agreement Summary

## Overview of IBTS Master Agreement

SACOG shall be the lead agency for the master agreement. Services will be provided on a scheduled or on-demand basis. Services being considered include but are not limited to:

- Building Code Department Services (Permitting, plan review & inspections, building permit and plan review software)
- Road Maintenance & Rehabilitation
- Pre-mitigation Disaster Planning/Grant Management
- 24/7 Customer Service Center
- CDBG Services
- City Wide Infrastructure Study
- Water & Wastewater
- Flood Plain Management
- Storm Water Management
- Fire Plan Review & Inspection software
- Revenue Lost Services

Participating Agencies will purchase directly from IBTS under SACOG's established master agreement using a sub-agreement. Participating Agencies will have the flexibility to work directly with IBTS to craft and finalize a desired scope by piggybacking on SACOG's master agreement. Participating Agencies shall be directly billed by the IBTS for purchases.

### Project Timetable

March - April 2018	Finalize Available Services within the Master Agreement
April - May 2018	Execute Master Agreement
May 2018 - Ongoing	Market and Onboard Participating Agencies

### Agencies Expressing Interest (through first round of outreach)

City of Citrus Heights	City of Lincoln	Sutter County
City of Davis	City of Placerville	Town of Loomis
City of Galt	City of Wheatland	
City of Isleton	City of Winters	