

BOARD OF SUPERVISORS AGENDA ITEM SUMMARY

Requested Board Meeting Date: 09/10/2013

ITEM SUMMARY, JUSTIFICATION and/or SPECIAL CONSIDERATIONS

Amendment of Award: MA-PO-B505688-BC, Version #4, James V. Portner, to provide Hearing Administrator services, extend contract term to 03/14/2014, Funding Source: Development Services Enterprise Fund, Administering Department: Development Services

BACKGROUND

The contract was initially awarded by the Board of Supervisors on 08/05/2008 in the annual amount of \$15,000.00 and included four one-year renewals. The current annual award amount is \$15,000.00. Historical requirements and expenditures average about \$776.00 per month, and as of 08/26/2013 the contract has an unused contract amount of \$13,485.00.

The contract's current termination date is 09/14/2013 with no renewal options left. Due to structural changes within the Development Services Department they were unable to initiate the new solicitation required to replace the expiring contract in a timely manner. The Development Services Department is requesting extension of the current contract for 6 months; the contract will be terminated simultaneously with establishment of a replacement contract. No additional funding is needed.

This contract amendment is required to extend the current contract to 03/14/2014 to provide for uninterrupted Hearing Officer Services until a new contract is awarded. Contract rates remain the same.

Effective Date:	09/15/2013
New Termination Date:	03/14/2014
Original Contract Amount:	\$15,000.00
Prior Amendment Amounts:	\$45,000.00
This Amendment Amount:	\$ 0.00
Revised Contract Amount:	\$60,000.00
Contract Officer:	Nina Schatz, 724-8719, Procurement Department
Payment System:	AMS

CLERK OF BOARD USE ONLY: BOS MTG. _____ ITEM NO. _____