

## BOARD OF SUPERVISORS AGENDA ITEM SUMMARY

Requested Board Meeting Date: 09/10/2013

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### 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 Administrator Officer Services until a new contract is awarded. Contract rates remain the same.

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|---------------------------|---|
| 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   |

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