



Board Report

File #: A 16-301, **Version:** 1

- a. Approve Amendment No. 2 to the Standard Agreement with Augustine Consulting, Inc. to complete an assessment of the Resource Management Agency's grant management systems and processes (RFP #10472) to extend the expiration date from September 22, 2016 for approximately six (6) additional months, for a revised term from September 22, 2014 to March 31, 2017, with no associated dollar amount increase to the original budget amount of \$100,000; and
- b. Authorize the Contracts/Purchasing Officer or Contracts/Purchasing Supervisor to execute Amendment No. 2 to the Standard Agreement and future amendments to the Agreement where the amendments do not significantly alter the scope of work or change the approved amount of the Agreement.

RECOMMENDATION:

It is recommended that the Board of Supervisors:

- a. Approve Amendment No. 2 to the Standard Agreement with Augustine Consulting, Inc. to complete an assessment of the Resource Management Agency's grant management systems and processes (RFP #10472) to extend the expiration date from September 22, 2016 for approximately six (6) additional months, for a revised term from September 22, 2014 to March 31, 2017, with no associated dollar amount increase to the original budget amount of \$100,000; and
- b. Authorize the Contracts/Purchasing Officer or Contracts/Purchasing Supervisor to execute Amendment No. 2 to the Standard Agreement and future amendments to the Agreement where the amendments do not significantly alter the scope of work or change the approved amount of the Agreement.

SUMMARY/DISCUSSION:

On September 23, 2014, the Contracts/Purchasing Officer executed a Standard Agreement (SA) with Augustine Consulting, Inc. (ACI) to provide an assessment of the Resource Management Agency's (RMA) grant management systems and processes in an amount not to exceed \$100,000 for a period of one (1) year with an initial term commencing on September 22, 2014 to September 22, 2015, with the option to renew for an additional one (1) year period. ACI was initially selected for their expertise and capabilities necessary to provide these services through a competitive selection process in accordance with County policies under Request for Proposals (RFP) #10472.

On August 28, 2015, the Deputy Purchasing Agent executed Amendment No. 1 to the SA to extend the term for the additional one (1) year period from September 22, 2015 to September 22, 2016 according to the terms of the RFP. To date, Phase I, Assessment Report and Associated Meetings, and Phase II, Development of Project Plan, of the SA have been completed. The County has determined that an additional six (6) months will be required for ACI to complete Phase III, Implementation, to complete all services within the SA. Amendment No. 2 will extend the expiration date from September 22, 2016 for approximately six (6) additional months through March 31, 2017, for a revised term from September 22, 2014 to March 31, 2017 (beyond the anticipated two (2) year SA term for a total term of approximately two (2) years, six (6) months); and will enable completion of Phase III, Implementation, of the SA by ACI with no associated dollar amount increase.

Attachment A provides a summary of the SA to date.

OTHER AGENCY INVOLVEMENT:

The Office of the County Counsel and Auditor-Controller Office have reviewed and approved Amendment No. 2 as to form and legality, and fiscal provisions, respectively.

FINANCING:

There is no impact to the General Fund. Amendment No. 2 only extends the term of the SA and does not increase the original not to exceed amount of the SA in the amount of \$100,000. The balance remaining amount on this Agreement of \$10,000 is included in the FY 2016-17 Adopted budget for 001-3000-8222 RMA013.

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Approved by: Carl P. Holm, AICP, RMA Director

Attachments on file with the Clerk of the Board:

Attachment A - Summary of SA

Attachment B - Amendment No. 2 to SA with ACI

Attachment C - Amendment No. 1 to SA with ACI

Attachment D - SA with ACI