



# County of Monterey

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

## Board Report

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**File #: 18-1084, Version: 1**

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- a. Approve and authorize the Contracts/Purchasing Officer to sign a non-standard Professional Services Agreement with Michelle Slade, doing business as C4 Consulting, to provide planning and consulting services to Monterey County Free Libraries, in an amount not to exceed \$12,000, for the term beginning November 15, 2018 through February 28, 2019;
- b. Approve non-standard insurance provisions as recommended by the County Librarian.

### RECOMMENDATION:

It is recommended that the Board of Supervisors:

- a. Approve and authorize the Contracts/Purchasing Officer to sign a non-standard Professional Services Agreement with Michelle Slade, doing business as C4 Consulting, to provide planning and consulting services to Monterey County Free Libraries, in an amount not to exceed \$12,000, for the term beginning November 15, 2018 through February 28, 2019;
- b. Approve non-standard insurance provisions as recommended by the County Librarian.

### SUMMARY/DISCUSSION:

Monterey County Free Libraries (MCFL) is in the process of completing and updating its three year Strategic Initiative Plan. MCFL seeks to utilize the consulting services of Michele Slade, doing business as C4 Consulting, to increase MCFL's capacity to facilitate a strategic planning update process, and to produce MCFL Strategic Plan for 2019-2022.

Michelle Slade, doing business as C4 Consulting, has met the insurance requirements imposed by her Professional Services Agreement, with the exception of providing an endorsement to her automobile insurance policy naming the County as an additional insured. Her insurer, will not provide the endorsement in question. The proposed agreement contains non-standard provisions which delete the endorsement requirement for automobile insurance coverage.

Michelle Slade is an experienced Consultant for government projects and MCFL's selection of her services is based on high recommendations about her prior work with Monterey County.

Accordingly, the County Librarian recommends that the Board approve the non-standard agreement in order to procure these important services.

### OTHER AGENCY INVOLVEMENT:

County Counsel has reviewed the agreement as to form. County Counsel does not approve non-standard insurance provisions.

### FINANCING:

The recommended contract with C4 Consulting in the amount not to exceed \$12,000.00 will be funded with appropriations from the current Library Budget, Library Fund 003, FY 18-19. Funds are available to cover the

project cost. There is no additional cost to the County General Fund associated with this recommendation.

**BOARD OF SUPERVISORS STRATEGIC INITIATIVES:**

The Strategic Plan for MCFL is a blueprint of short and long term goals in line with its mission of providing services to the communities. Approval of the agreement for consulting services will aid in establishing a framework for the delivery of library services to the Monterey County public.

- ☐ Economic Development
- ☒ Administration
- ☒ Health & Human Services
- ☐ Infrastructure
- ☐ Public Safety

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Approved by: Jayanti Addleman, Library Director, (831)883-7566

Attachments: Professional Services Agreement with Michelle Slade, C4 Consulting