

MARIN EMERGENCY RADIO AUTHORITY

c/o Novato Fire Protection District
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MEMORANDUM

DATE: November 10, 2010

TO: MERA Executive Committee

FROM: Maureen Cassingham, Executive Officer

SUBJECT: **AGENDA ITEM B-4:** PROPOSED AMENDMENT NO. 3 TO THE
SEPTEMBER 29, 2009, MARIN EMERGENCY RADIO AUTHORITY
PROFESSIONAL SERVICES CONTRACT WITH CBG COMMUNICATIONS,
INC.

Recommended Action: Recommend approval of Amendment No. 3 to the September 29, 2009, Marin Emergency Radio Authority Professional Services Contract with CBG Communications, Inc., for the Strategic Plan Workshop and Initial Board Self-Assessment in the amount of \$6,640.

Background: On September 9, 2009, the Executive Committee approved a proposal from CBG Communications, Inc., in the amount of \$24,000, to provide strategic planning facilitation services to MERA. Also on September 9, 2009, the Committee approved a proposal from County DPW to provide technical services for the strategic planning process in the amount of \$35,400 for 236 hours of technical assistance.

On May 12, 2010, the Committee approved an amendment to the CBG agreement for an additional \$7,500 for extra work. A second amendment in the amount of \$10,000 was approved by the Committee on September 8, 2010, due to the need for an extra Ad Hoc Committee meeting and significant additional work and time to develop more information for the Plan and resulting rewrites.

The MERA Board on September 22, 2010, authorized CBG to conduct an educational workshop on the Strategic Plan for Board members, alternates and member agency elected and appointed officials and to conduct an initial Board self-assessment.

Attached is Amendment No. 3 to the CBG contract for those tasks, in the amount of \$6,640, which brings the total CBG expense to \$48,140. There are funds available in the Replacement Reserve for the cost of Amendment No. 3.

ATTACHMENT: Amendment #3-MERA Contract of 9-29-09 with CBG Communications, Inc.