

MARIN GENERAL SERVICES AUTHORITY

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MEMORANDUM

DATE: March 13, 2014

TO: MGSA Board of Directors

FROM: Paul Berlant, Executive Officer

SUBJECT: AGENDA ITEM: G: Professional Services Contract – Candice Bozzard, Office Support

Recommended Action

Authorize the Executive Officer to execute a professional services agreement with Candice Bozzard for MGSA office support services.

Discussion

In 2012 I entered into a professional services agreement with Candice Bozzard for support services in the MGSA office. Having authority to contract for expenditures up to \$25,000, I was comfortable doing so, since the maximum expenditure under the agreement was \$22,500. We need to renew that agreement now since it has expired. Given that MGSA would be committing to cumulative expenditures beyond \$25,000, I am asking the Board to take action to authorize this new agreement.

Therefore, I am recommending the Board authorize me to execute the agreement with Ms. Bozzard from February 1, 2014 through December 31, 2014 (the end of the term will coincide with other professional services agreements for MGSA staff and can be renewed, as appropriate, at that time). The maximum expenditure under the agreement is \$22,500 and within budget for professional services.

Attachment

- Draft professional services contract – Candice Bozzard for Office Support
- Draft resolutions authorizing execution of the agreement extension