

MARIN GENERAL SERVICES AUTHORITY
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MEMORANDUM

DATE: September 8, 2016
TO: MGSA Board of Directors
FROM: Wayne Bush, MarinMap Program Director
SUBJECT: Templeton Professional Services Contract Amendment

Recommendation

Approve an amendment to the existing contract with Jill Templeton to continue providing MarinMap with GIS technical services.

Discussion

In April of 2015, MGSA executed a one year contract with Jill Templeton to provide technical services to MarinMap at a rate of \$30 for a contract limit of \$10,000. In August of 2015, MGSA staff executed Amendment No. 1 to the contract, increasing the limit to \$25,000.

The scope in the Contract stated that *“the Contractor is to provide technical services to the MarinMap program. Technical services are to generally be described as Geographic Information Systems (GIS) mapping work such as data capture, input, manipulation, and analysis. Said work is intended to further the projects endeavored by MarinMap to keep databases current as well as provide new data and correct existing data.”*

The original contract included conflicting clauses regarding the term of the contract. Section 12, the “Time of Agreement” section stated the contract was to continue on a month-to-month basis from the commencement date, but Section 2, “Fees” indicated the contract term was for one year. The proposed Amendment No. 2 includes the month to month statement to clarify the desired term, subject to the fiscal limit of the Amendment and the authority of the adopted MarinMap budget.

Ms. Templeton has provided excellent services up to the contract amount, and MarinMap is desirous of continuing her work for the 16/17 fiscal year. Staff recommends her hourly rate be adjusted to \$40/hour, which is closer to her billing rate to the County of Marin. Staff also recommends the amendment add an additional \$25,000 in spending authority such that there is a cumulative limit of \$50,000. The original \$25,000 in the contract has been fully spent.

Attachments

1. Resolution
2. Amendment to professional services agreement

**MARIN GENERAL SERVICES AUTHORITY
TECHNICAL SERVICES CONTRACT AMENDMENT WITH JILL TEMPLETON**

RESOLUTION 2016 –

WHEREAS, the Marin General Services Authority (MGSA) executes contracts on behalf of MarinMap for technical and professional services; and

WHEREAS, Jill Templeton has been providing satisfactory services for MarinMap since the original contract execution of April 1, 2015; and

WHEREAS, Ms. Templeton and MarinMap desire to continue their contractual relationship at a rate of \$40 per hour; and

WHEREAS, the current agreement's contract limit has been reached and needs to be increased by an additional \$25,000 to a new contract limit of \$50,000; and

WHEREAS, the current contract has conflicting statements regarding the term of the agreement;

NOW THEREFORE, BE IT RESOLVED, that MGSA authorizes the Executive Officer to execute Contract Amendment No. 2 with Jill Templeton.

Adopted this 8th day of September, 2016.

Ayes:

Noes:

Absent:

Dan Schwarz, Chair

Attested By:

Michael S. Frank, Executive Officer

**AMENDMENT NO. 2 TO
AGREEMENT FOR PROFESSIONAL SERVICES**

Contract GIS Technical Services by Templeton for MarinMap

This document constitutes Amendment No. 2 entered into as of the 8th day of September, 2016, to the Professional Services Contract dated April 1, 2015 between the Marin General Services Authority, hereinafter referred to as "MGSA" and Jill Templeton, hereinafter referred to as "Contractor" for technical services for the MarinMap program.

RECITALS

This amendment is entered into with reference to the following facts and circumstances:

- A. MGSA desires to amend the provisions of the Professional Services Contract to amend the hourly rate to \$40 and the maximum cumulative cost to \$50,000.
- B. The contract shall continue on a month-to-month basis, subject to the above noted fiscal limit and the following wording shall be eliminated, "The term of this contract is one year from date of execution."
- C. Contractor is desirous of this change as well.
- D. All other terms and conditions of the Contract shall remain in force and effect.

IN WITNESS WHEREOF, the parties hereto have caused this Amendment to be executed on the date above.

DATED: _____

DATED: _____

Marin General Services Authority

Jill Templeton

Michael S. Frank, Executive Officer

Contractor