



MOUNTAINS RECREATION & CONSERVATION AUTHORITY

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MEMORANDUM

TO: The Governing Board

FROM: 
Joseph T. Edmiston, FAICP, Hon. ASLA, Executive Officer

DATE: May 6, 2009

SUBJECT: **Agenda Item V(d): Consideration of resolution authorizing amending a sole source contract with Englander and Associates for communication services.**

Staff Recommendation: That the Governing Board adopt the attached resolution authorizing amending a sole source contract with Englander and Associates in an amount not to exceed \$20,000.

Background: On November 7, 2007 the Governing Board adopted a resolution authorizing entering into a sole source contract with Englander and Associates for communication services for public safety including a fire season crisis communication plan.

Since that time, Englander and Associates has provided the crisis communication plan and other communication services on an as-needed basis for various public outreach efforts. Inadvertently, in the past month, Englander and Associates provided services pertaining to the change in MRCA brush clearance policy for approximately \$3,000 beyond the original contract amount. This new contract amendment would provide for that work and for additional Agency communication services as necessary going forward.

Englander and Associates has proven experience in communication and public outreach services. They have done an excellent job working with staff to prepare a crisis management plan, and respond to pressing communications needs as they arise.

Consideration: Amendment of an existing \$10,000 sole source contract with Englander and Associates for a total amount not to exceed \$30,000.