



OFFICE OF THE
DISTRICT ATTORNEY
EL DORADO COUNTY, CALIFORNIA

VERN PIERSON, DISTRICT ATTORNEY

M E M O R A N D U M

TO : Honorable Board of Supervisors

**FROM : Vern Pierson
District Attorney**

DATE : March 28, 2024

**SUBJECT : Retroactive Amendment I to Agreement #8050 with Nick Warner
Consulting**

The purpose of this memorandum is to provide an explanation for the retroactive Amendment I to Agreement #8050 with Nick Warner Consulting.

In September 2023, the El Dorado County District Attorney's Office contracted with Nick Warner Consulting via Agreement #8050 for advanced professional development and business coaching services. The purpose of contracting with Nick Warner was to obtain an overall analysis of the District Attorney's Office management team structure and office organization with the goal of improving overall staff efficiency. The services included a round table meeting, analysis of management team meetings, virtual coaching sessions with individuals, and reporting recommendations and strategies based on findings.

The original not-to-exceed amount of the agreement was set at \$10,000 for the full term. However, throughout the process of the vendor's services (i.e., sitting in on management team meetings and conducting virtual coaching sessions with a variety of staff, etc.) the cost of services exceeded the \$10,000 threshold as of November 2023. Since completing the overall service and project within a timely manner was crucial, services were continued without disruption through the end of December 2023, resulting in exceeding the not-to-exceed amount by \$6,000.

The proposed retroactive amendment I will updated Exhibit A, Scope of Work, and add \$6,000 to the original not-to-exceed amount, for an updated agreement amount of \$16,000. As of December 31, 2023, the project is deemed completed and no further services shall be provided to the County.

Amendment I to Agreement #8050, covering the retroactive increase to the not-to-exceed amount is currently in process and will be taken to the Board on item # 24-0359.

Thank you for your consideration.

VRP
VRP (Apr 10, 2024 16:56 PDT)








Memo -Retroactive Amd I Agreement 8050 Nick Warner 3.21.24 Revised - Final

Final Audit Report

2024-04-10

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