



County of El Dorado

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Legislation Text

File #: 13-1105, Version: 2

Chief Administrative Office, Procurement and Contracts Division, recommending the Board approve and authorize the Purchasing Agent to sign Amendment II to Agreement No. 392-S1210 with Martha Shaver, an individual, revising the scope to clarify the services to be provided, and decreasing the compensation by \$60,000 for a maximum compensation of \$75,000.

FUNDING: General Fund.

| BUDGET SUMMARY: | |
|--------------------------------|---------------------------|
| Total Estimated Cost..... | \$75,000 <i>(revised)</i> |
| Budgeted..... | \$75,000 |
| New Funding..... | |
| Savings..... | |
| Other..... | |
| Total Funding Available..... | \$75,000 |
| Change To Net County Cost..... | \$0 |

Fiscal Impact/Change to Net County Cost

No change to Net County Cost. The FY 2013-14 and FY 2014-15 budgets include funding based on anticipated use of services under the Agreement.

Background

In October, 2012, the Purchasing Agent executed Agreement No. 392-S1210 with Martha Shaver for assistance in analyzing the Human Resources function and making organizational recommendations. Ms. Shaver has done extensive research on the County's ordinance code and the Human Resources policies and procedures, determining that updates and revisions are necessary in several areas. Ms. Shaver was instrumental, working in coordination with County staff, in drafting the new Personnel Rules Resolution adopted by the Board of Supervisors earlier this year. The original agreement expired on October 16, 2013.

In October 2013, the Board approved Amendment I to Agreement No. 392-S1210 with Martha Shaver, an individual, extending the term through December 31, 2014 so that she could continue to assist staff on updating the County ordinance code and policy manual. Amendment I included an increase in the hourly rate from \$55.00 per hour to \$60.00 per hour for the extended term (October 17, 2013 through December 31, 2014).

Reason for Recommendation

Amendment II is recommended to reduce the total compensation of the contract from \$135,000 to

\$75,000 to better reflect the current estimated cost for services to be performed through the end of the contract term. Amendment II also modifies the scope to reflect the continual/ongoing nature of the services to be provided by Ms. Shaver by providing for hourly billing on an as-needed basis.

Action(s) to be taken following Board approval

- 1) Following Board approval, Procurement and Contracts will obtain the Purchasing Agent's signature and provide a copy to the Chief Administrative Office for administration.
- 2) Procurement & Contracts will process the amendment and distribute as appropriate and return one fully executed Agreement to the Board Clerk.

Contact

Terri Daly, Chief Administrative Officer

Concurrences

County Counsel/Risk Management